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ABSTRACT

This workbook is the text for a self-paced, programmed one-unit course which teaches about library resources and their use at the University of California Santa Barbara Library, a medium-sized academic university research library. It provides freshmen and incoming students with the basic information they need to know in order to use the library: (1) the kinds of services and library materials available and how to find them; (2) tools for access to these materials--catalogs, serials list, indexes and bibliographies--and techniques for using these tools; and (3) standard reference works--dictionaries, encyclopedias, biographies, criticism, plot summaries; and government documents. Topics are presented in 21 chapters with questions and operations which are to be performed in the library; five options are given so that use of the tools is split up among drawers or volumes. Evaluation has indicated the success of the course, both in instructing the students and, perhaps of more importance for entering students, changing their attitude from apprehension when facing a complex library to the feeling of confidence which comes from knowing how to find materials and from whom to request assistance. (Author/JD)

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L I B R A R Y S K I L L S

A SELF-PACED WORKBOOK

prepared by the

Reference Department Staff

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Patricia Gebhard

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

Student's Name _____

Course Section _____

Instructor _____

Workbook Option

(Place label in this space)

Reference Department
UCSB Library
August 1978

IR006990

ACKNOWLEDGEMENT

"Adapted from Workbook in Library Skills, by Miriam Dudley, Copyright 1974 by the University Library, University of California, Los Angeles." Additional material comes from Everything You Ever Wanted to Know About the Library* (*But Were Afraid to Ask) from the Instructional Services Office, University of California, San Diego. This workbook was originally written by Patricia Gebhard, Barbara Silver, and Carol Gibbens with the support of a grant for the improvement of undergraduate instruction. The present edition was revised by Patricia Gebhard and Barbara Silver, July 1978.

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INTRODUCTION

Our goals throughout this course are to help you learn something about the library resources available to you and how best to make use of these resources, but above all to help you to be comfortable and at ease in the UCSB Library.

The course is self-paced so that you can go at your own speed, completing the assignments in the first few weeks of the quarter or spacing them out toward the end. (As a regular academic course, it will have to be completed within one quarter.) There won't be regular weekly class meetings.

You will be required to complete lessons consisting of brief explanatory material followed by questions on colored pages. To receive a passing grade you will have to complete satisfactorily all lessons and also pass an examination at the end.

In order to provide you with someone concerned with your progress, an instructor will be available at your class hour to assist you with your work if you need help. If at any other time you have a problem, please consult a reference librarian.

When you pick up your class card, the instructor will assign you a letter designation for your workbook. In general, the question pages will indicate which question to be answered. When alternatives are given, preceded by letters (such as A, B, C, etc.), always answer the letter option designated for your manual. For example: If your letter option is "C" and you are asked to give the call number for a title--

A. Who done it?
B. The red flag.
C. A room of one's own.
D. Black magic.
E. A new Constitution for the United States.

you would look up: "A room of one's own." Examine the other alternatives to be certain you understand them, even though answers are not required. (The examination items will be similar to the questions in the workbook.)

The date due for your workbook will be included with your letter option designation. The completed workbook will be reviewed and returned to you at the following week's class time. There will be a general review period for that class hour. The examination will be given the week after at the regular class hour.

You must pass the examination to receive a pass credit for the class. The examination will be open book--that is you may use your completed workbook for any information you need. You may retake the examination up to three times, if necessary, to achieve a passing score.

We can assist you in more ways than we will be able to cover in this course. We can help with term papers and bibliographies. We also offer a research class, Interdisciplinary 100. We hope you will get into the habit through this course of bringing your problems to us at the Reference and Information Desks.

SECTION 1. COLLECTIONS AND FACILITIES - WHERE IS EVERYTHING?

In this course you will be learning the skills necessary to obtain the library materials you will need for success in your college course work. You will learn how to find out what materials are in the library and where they are located. When you finish reading this section, take the printed tour, called A Walking Tour (available at the Information Desk). After taking the tour, answer the questions at the end of this section. Floor plans are located at the East and West Entrances and are available from the Information Desk.

MAIN LIBRARY

The majority of materials and services in the library have been arranged in a large building constructed in four different stages. Ideally, all materials on similar subjects would be shelved together, but this has not always been possible. Thus, materials have been placed throughout this building (and in one other) in various locations so that what the library contains is a group of collections or libraries within one building. The tour will show you where the collections are located and where to request assistance. You will learn how to locate specific materials in most of these collections as you complete this workbook. The main materials in the collections are shelved by Call Number (see Section 4) as indicated in the leaflet Where is it? (available at Information and Reference Desks).

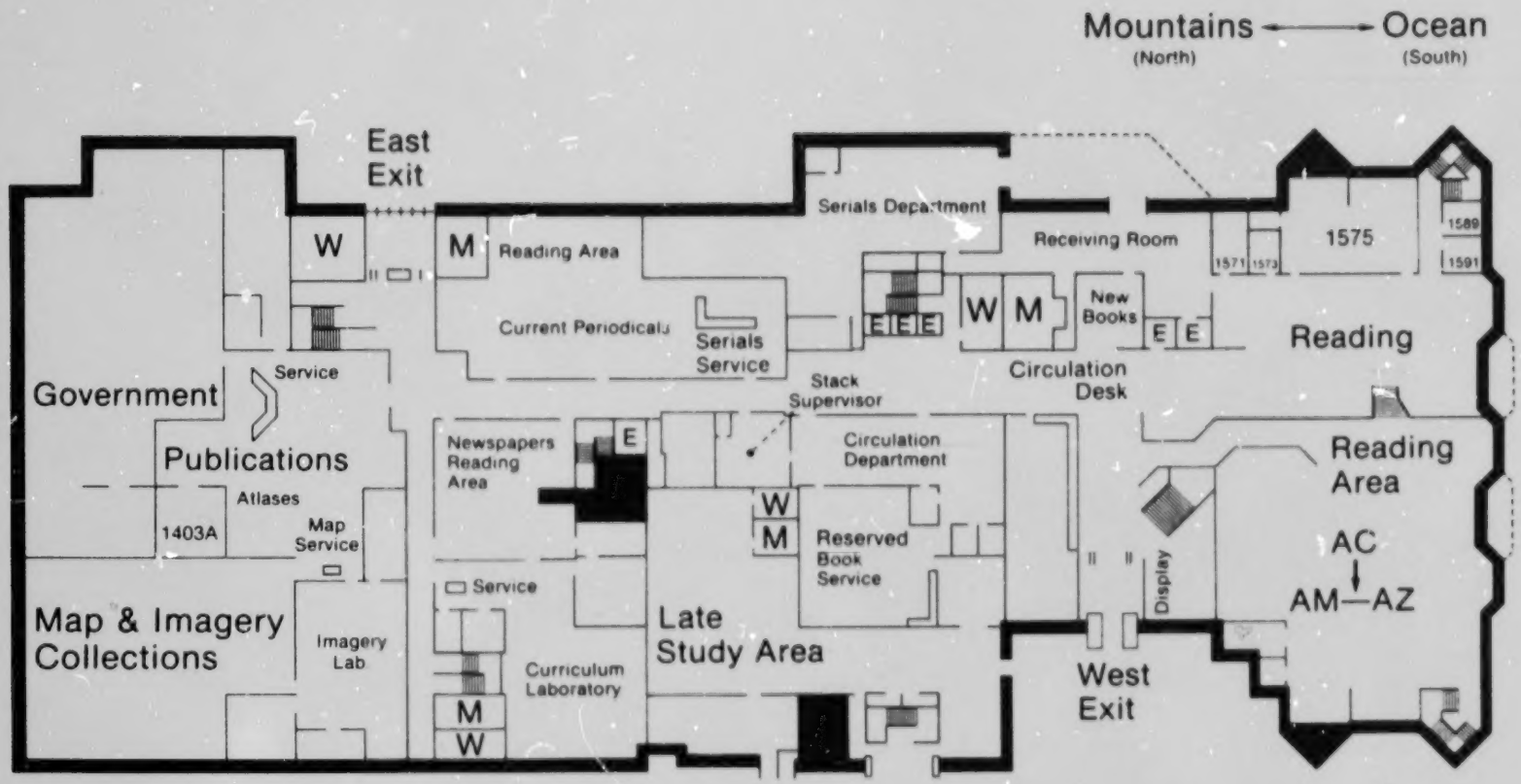
ARTS LIBRARY

The Arts Library is in the Music Building. It houses art materials on the 1st floor and music materials on the 2nd floor. On the upper floor, there is a collection of records and tapes with listening facilities for class and recreational use. The Art Exhibition Catalog Collection on the 1st floor covers a multitude of subject areas and comprises over one third of the art materials. If you have questions about the Arts Library ask at the service desks.

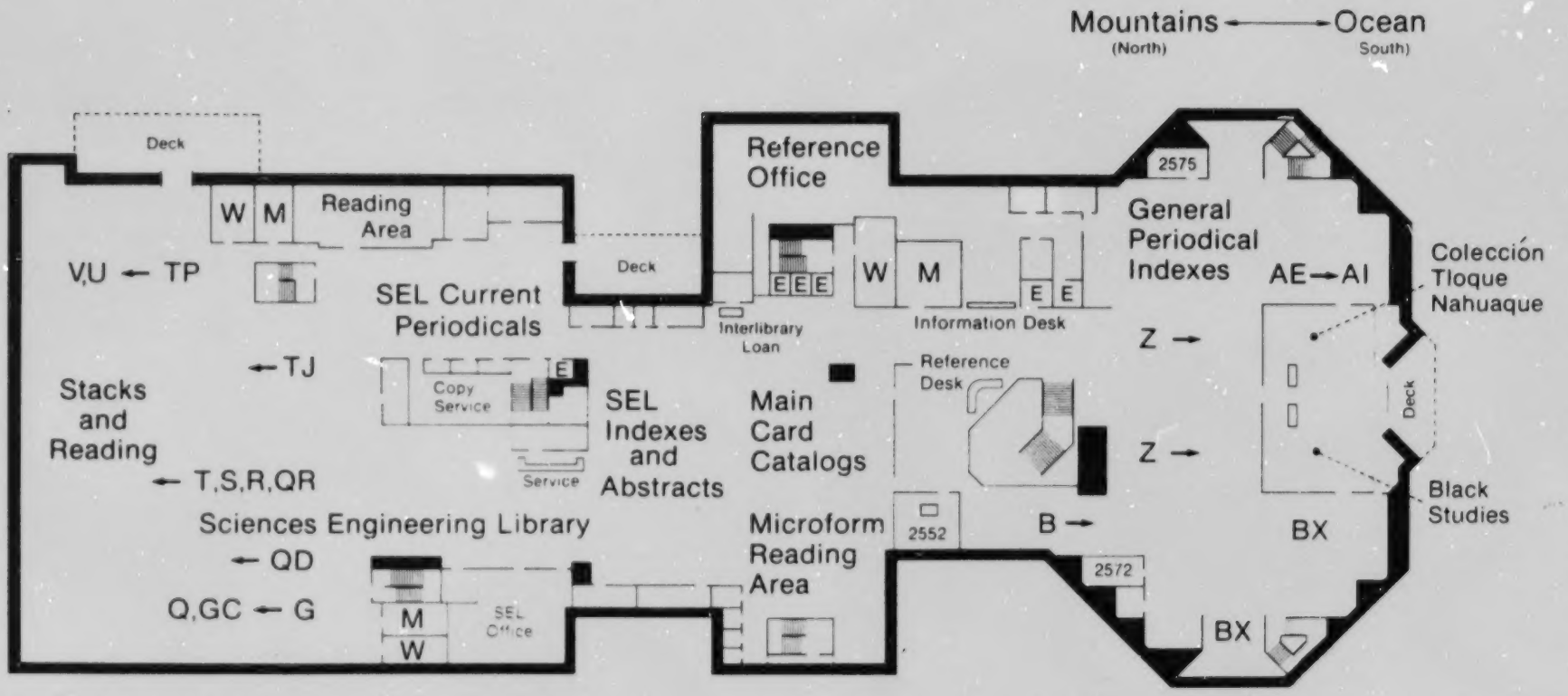
SPECIAL FACILITIES

Some of the library facilities will not have been mentioned on the tour. There are study areas with either group tables or individual carrels throughout most floors of the library and in the Arts Library. There is an all night reading area adjacent to the Reserve Book Room.

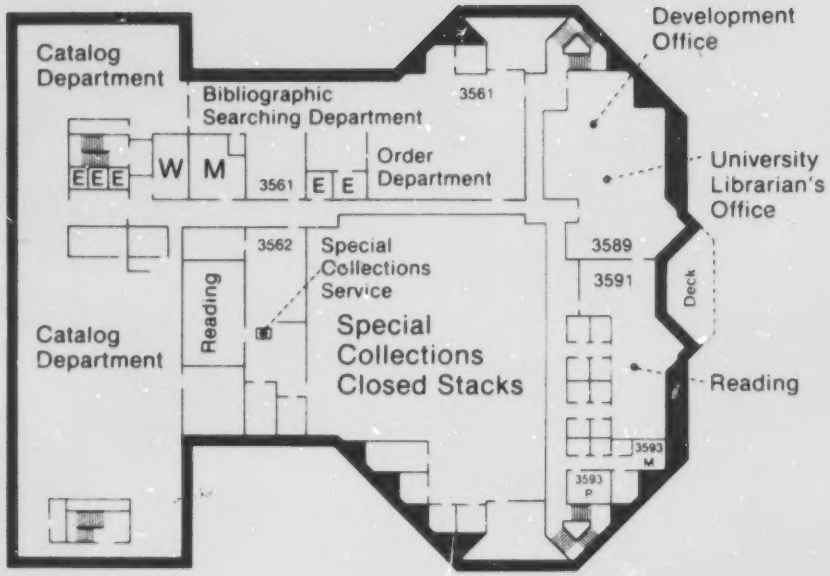
Pencils are available at the Reference and Information Desk; pens can be purchased near the Circulation Desk. Chalk for the blackboards in the study rooms is available at the Information Desk. Typewriters are available for student use. Ask for location at the Information Desk in the Main Library. Food is available at the nearby Arbor on the west side of the library or at the University Center. Smoking is allowed on the decks and in the outside entry ways. Pay telephones, free campus and local telephones are available on the first floor near elevators to 8th floor. Rest rooms, drinking fountains and pencil sharpeners can be found near the east exit to the right of the elevators to the 8th floor and near the stairs.


Mountains ← → Ocean
(North) (South)
East Exit
W
M
Reading Area
Serials Department
Receiving Room
1575
1571
1573
1589
1591
Current Periodicals
Serials Service
E E E
W M
New Books
E E
Reading
Service
Government Publications
Stack Supervisor
Circulation Desk
Newspapers Reading Area
E
Circulation Department
Reading Area
Atlases
1403A
Map Service
W
M
Reserved Book Service
AC
AM—AZ
Service
Display
Map & Imagery Collections
Imagery Lab
Late Study Area
Curriculum Laboratory
West Exit
M
W

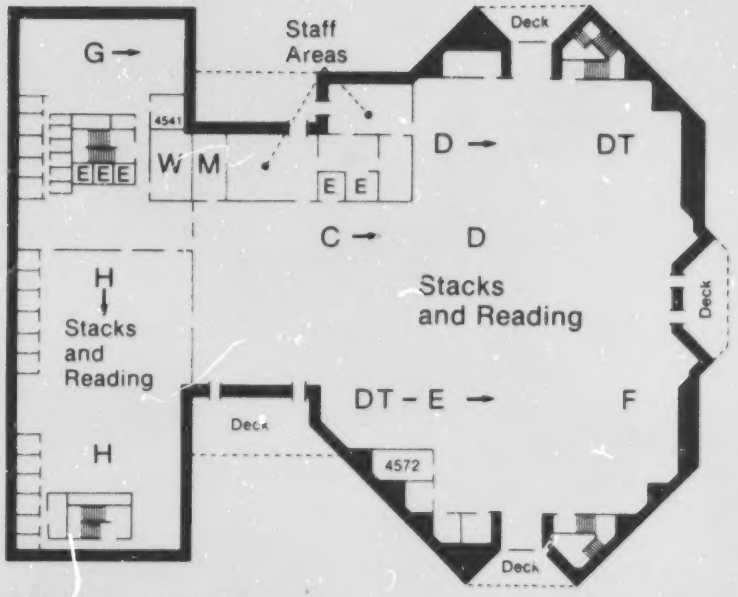
FIRST FLOOR



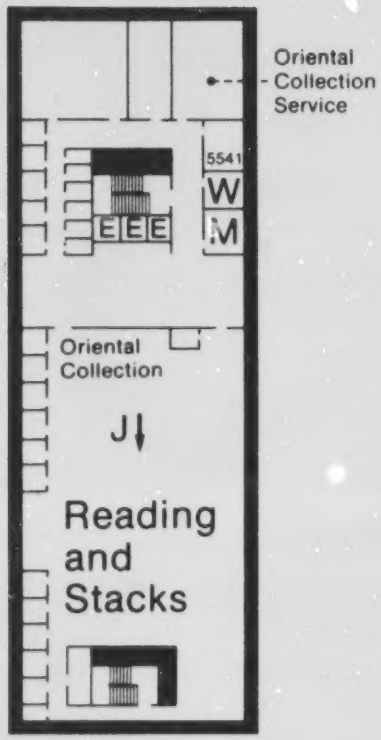
SECOND FLOOR



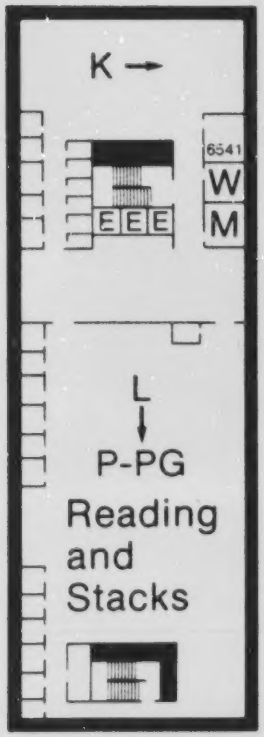
THIRD FLOOR



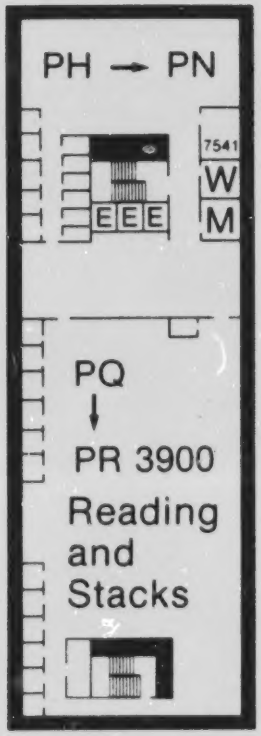
FOURTH FLOOR



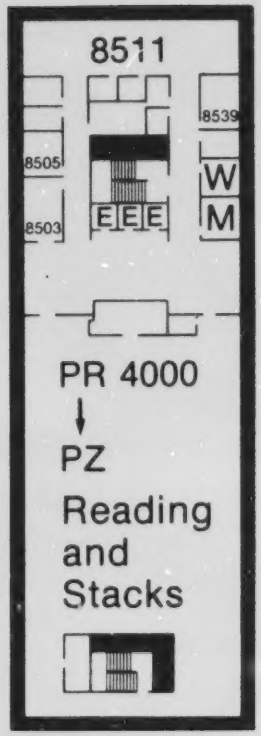
FIFTH FLOOR



SIXTH FLOOR



SEVENTH FLOOR



EIGHTH FLOOR

SECTION I. COLLECTIONS

QUESTIONS

Each of the following items are located in the library. After reading Section 1 and taking the Walking Tour of the UCSB Library identify the location of each item. In the blank provided, write the nearest station number for the following:

_____ 1. A book "on reserve" for an English class.
_____ 2. Latest issue of Time Magazine.
_____ 3. Current issue of Scientific American.
_____ 4. Information on library hours.
_____ 5. The Readers Guide to Periodical Literature (this is an index to articles in periodicals).
_____ 6. Current Biography.
_____ 7. A past sociology exam.
_____ 8. Subject Catalog.
_____ 9. Library lost and found.
_____ 10. Index to the L.A. Times.
_____ 11. State college catalogs.
_____ 12. Change for a dollar bill.
_____ 13. Reference Desk.
_____ 14. Wyles Collection.
_____ 15. Help finding a book in an Oriental language.
_____ 16. Congressional hearing transcripts.
_____ 17. Microfilm of N.Y. Times.
_____ 18. The latest issue of N.Y. Times.
_____ 19. A large encyclopedia of the social sciences (subject encyclopedia).
_____ 20. An atlas of the world.
_____ 21. A past biology exam.
_____ 22. Information about a book missing from the shelves.
_____ 23. U.C. Berkeley library catalog.
_____ 24. Encyclopaedia Britannica.

SECTION 2. CARDS IN THE AUTHOR-TITLE CATALOG

Most books, periodicals, newspapers, microfilms or cassettes in the library's collections are recorded and identified by means of catalog cards which are the finding devices for these materials. At UCSB the cards are filed in three catalogs, an Author-Title Catalog, a Subject Catalog, and a Shelf List Catalog.

The Author-Title Catalog is used when you know which book you need and you want to know if the library owns it and where it is shelved. In this catalog books are listed by author, editor, title, series, etc. The Subject Catalog is used when you need information on a particular subject and want to find what is available. (The Subject Catalog is covered in Section 5.)

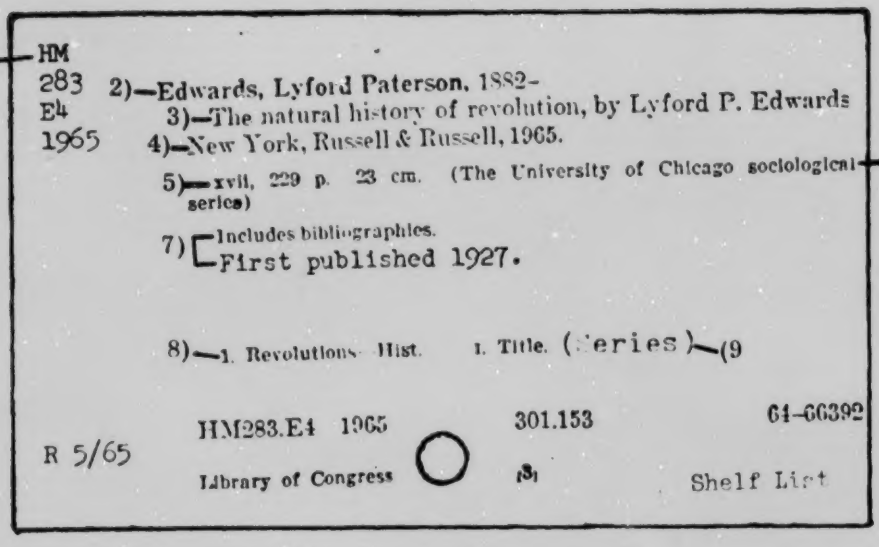
The Shelf List Catalog is used when you want to find how many copies the library owns and if any of them are in special locations. (The Shelf List Catalog is covered in Section 4.)

MAIN ENTRY CARDS: Varieties and Examples

Every card (subject, author, title, editor, etc.) for a book that appears in the card catalog can be called an entry since the book is entered in the catalog by the card. The kind of entry is determined by what is on the top line. For each book one card is designated as the main entry. This main entry card gives the most complete information known about an item. Some material is "brief listed" in the card catalog, meaning it has only one entry in the catalog: the main entry. Thus, the main entry is the best place to look for a book. Author-Title Catalog added entry cards have the information indented and typed above the information used as the main entry. Main entry information can be personal authors, corporate authors, or titles.

I. PERSONAL AUTHOR AS A MAIN ENTRY

Sample 1



1. Call number
2. Author
3. Title
4. Imprint: place of publication, publisher, date
5. Collation: number of pages, volumes, size, illustrations
6. Series note
7. Notes: special features, such as bibliography or contents
8. Tracings: Arabic numerals, for added entries in Subject Catalog and Roman numerals for added entries in Author-Title Catalog.
9. Series tracing

The main entry card usually has a personal author's name on the top line. If there is more than one author, the first is the main entry. The other authors are mentioned in the title statement and are given added entries. If there are more than three authors, the book will usually be entered under title.

2. CORPORATE AUTHOR AS A MAIN ENTRY

Normally, the main entry for printed material in catalogs is made under the author's last name; unfortunately, many serials and books defy simple cataloging rules. Some of these fall into the category librarians label as corporate entries.

Obviously, only people can write books. Yet, when an individual or group of individuals creates a work under the auspices of a governmental body, an institution (like the University), or an association, the corporate body, rather than the individuals involved, get credited on the entry card.

For various types of corporate authors the Library of Congress has set up a formal and consistent way of stating the corporate organization. Knowing how each type is handled will help you work out the way to look for the corporate author in the catalog.

a. Governmental Agency

Governmental departments or agencies are usually listed by the name of the country, state, or city that controls them:

United States. Food and Drug Administration

California. Department of Human Resources

Santa Barbara Co., Calif. Planning Department

United States. Department of Labor

Sample 2

TN
872
C3 C3

California. *Division of Oil and Gas.*
California oil and gas fields; maps and data sheets. San Francisco, 1960-61.

2 pts. illus., maps. 29 cm.

CONTENTS.—pt. 1. San Joaquin-Sacramento Valleys and northern coastal regions.--pt. 2. Los Angeles-Ventura basins and central coastal regions.

---- -----Supplemental maps and data sheets, San Francisco, issued by State of Calif, the Resources Agency, 1969.

183 p.

Over

TN872.C2A45 622.3382 61-62819

Library of Congress (1)

b. Institutions

Institutions are listed under the governmental entity that controls them. Private institutions without distinctive names are entered under the place e.g. Museum of Art. Those with distinctive names are entered under their names e.g. National Science Foundation, Carnegie Institution of Washington.

Santa Barbara, Calif. Museum of Art

New York. Museum of Primitive Art

Sample 3

Ref
Z
5814
U7
C34

California. University, Santa Barbara. Library.
The university, its structure and purpose; a bibliography [compiled by Donald E. Fitch and Albert Krichmar, Santa Barbara, Calif., University Library, Reference Department, 1969.
99 p.

1. Universities and colleges--U.S.--Bibl. I. Fitch, Donald Everett. II. Krichmar, Albert. III. Title.

c. Organizations and Associations

Organizations and associations are entered under their names:

American Medical Association

General Research Corporation

Get Oil Out (GOO)

Sample 4

JX
1293
U6 F6

Ford Foundation.
Architects of order. New York, 1959.
60 p. illus. 18 cm.

1. Conflict of laws—Study and teaching—U. S. 2. International law—Study and teaching—U. S. 3. Comparative law—Study and teaching—U. S. I. Title.

341

59-14902 ‡

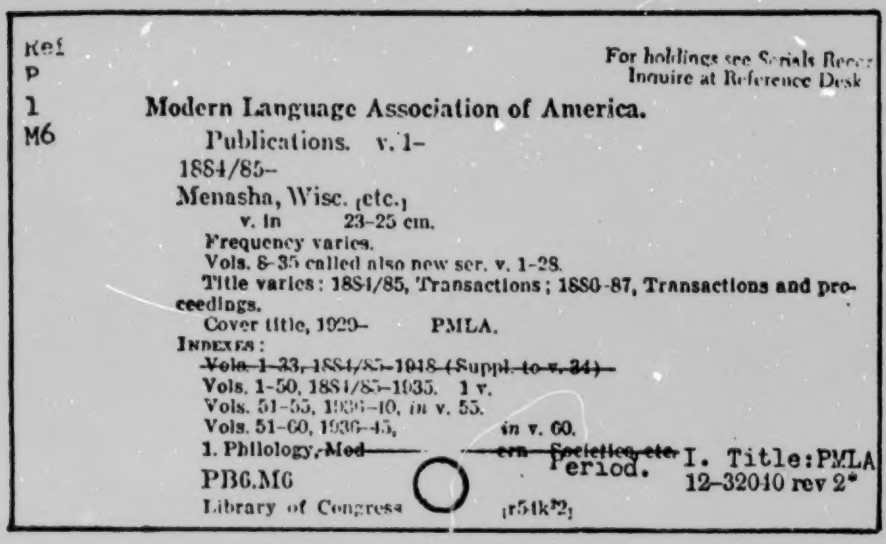
Library of Congress (30)

21

d. Corporate Author Periodicals

If a periodical has a title such as "Journal," "Bulletin," or "Proceedings" and is put out by a specific group it is entered under the name of the group as a corporate author.

Sample 5



Ref
P
1
M6

For holdings see Serials Recor
Inquire at Reference Desk

Modern Language Association of America.

Publications. v. 1–
1884/85–
Menasha, Wisc. [etc.]
v. in 23–25 cm.
Frequency varies.
Vols. 8–35 called also new ser. v. 1–28.
Title varies: 1884/85, Transactions; 1886–87, Transactions and proceedings.
Cover title, 1929– PMLA.
INDEXES:
~~Vols. 1–33, 1884/85–1918 (Suppl. to v. 34)~~
Vols. 1–50, 1884/85–1935. 1 v.
Vols. 51–55, 1936–40, *in* v. 55.
Vols. 51–60, 1936–45, *in* v. 60.
~~1. Philology, Med— —ern Societies, etc.~~ Period. I. Title: PMLA
PB6.M6 12-32040 rev 2*
Library of Congress [r54k2]

e. Conferences, Congresses, etc.

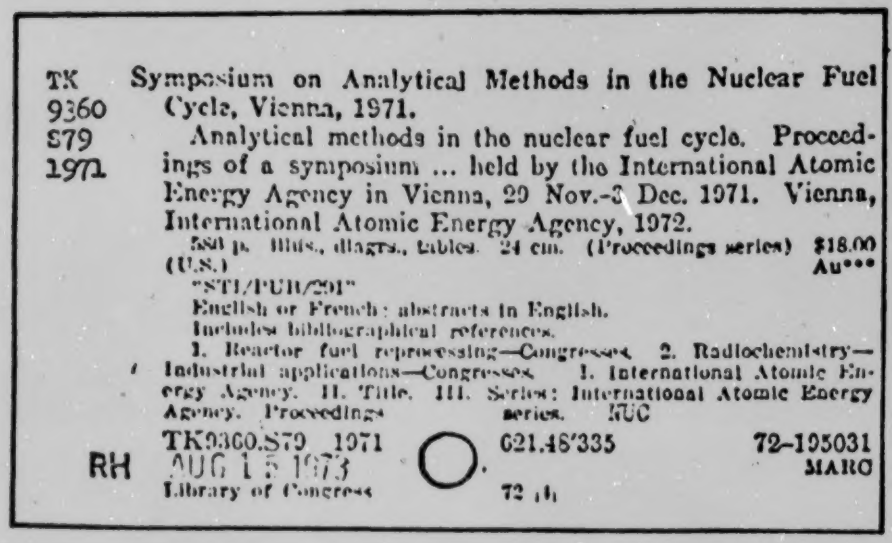
Conferences or symposia are entered under the full name of the symposium and are then identified by number, place and date:

Congress of Cell Biology, 8th. Leyden, 1954

White House Conference on Aging, Washington, D.C., 1961

International Conference on Plant Growth Regulation. 4th. Yonkers, N.Y., 1959

Sample 6



TK
9360
S79
1971

Symposium on Analytical Methods in the Nuclear Fuel Cycle, Vienna, 1971.

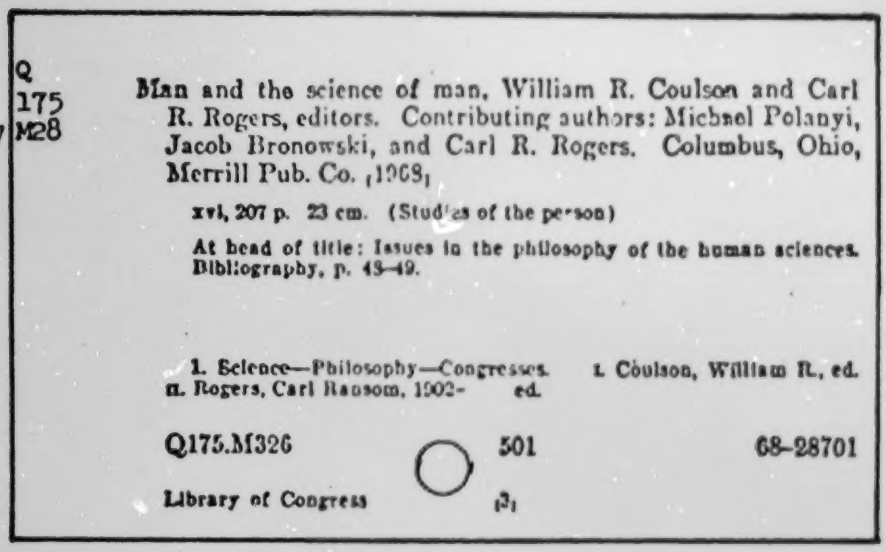
Analytical methods in the nuclear fuel cycle. Proceedings of a symposium ... held by the International Atomic Energy Agency in Vienna, 29 Nov.-3 Dec. 1971. Vienna, International Atomic Energy Agency, 1972.
580 p. illus., diagrs., tables. 24 cm. (Proceedings series) $18.00
(U.S.) Au***
"STI/PUB/291"
English or French; abstracts in English.
Includes bibliographical references.
1. Reactor fuel reprocessing—Congresses. 2. Radiochemistry—Industrial applications—Congresses. I. International Atomic Energy Agency. II. Title. III. Series: International Atomic Energy Agency. Proceedings series. MUC

TK9360.S79 1971 621.48'335 72-195031
RH AUG 15 1973 MARC
Library of Congress 72 [1]

3. TITLE AS A MAIN ENTRY

If neither a person nor corporate body nor an event is responsible for the book, or if it is difficult to know who is responsible, the main entry is the title. This is common for collections and periodicals.

Sample 7



Q
175
M28

Man and the science of man, William R. Coulson and Carl R. Rogers, editors. Contributing authors: Michael Polanyi, Jacob Bronowski, and Carl R. Rogers. Columbus, Ohio, Merrill Pub. Co. [1968]

xvi, 207 p. 23 cm. (Studies of the person)

At head of title: Issues in the philosophy of the human sciences.
Bibliography, p. 48-49.

1. Science—Philosophy—Congresses. I. Coulson, William R., ed.
II. Rogers, Carl Ransom, 1902- ed.

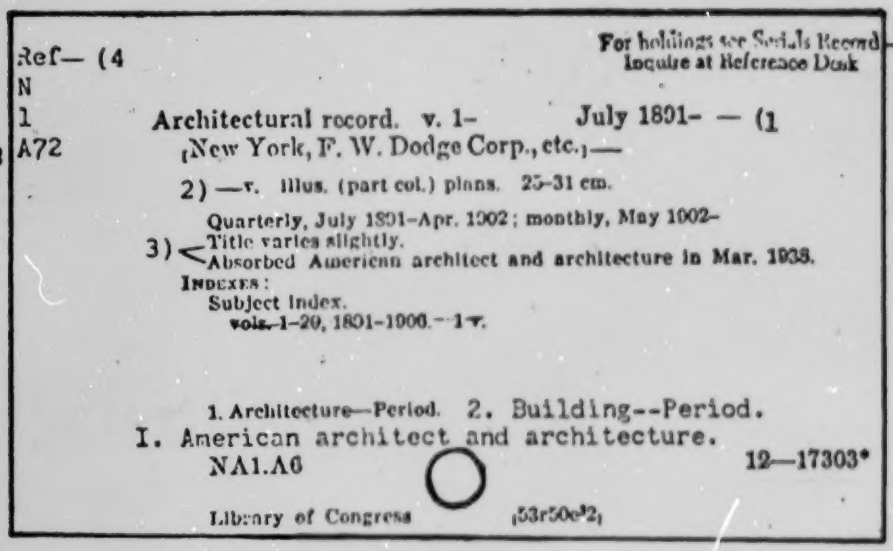
Q175.M326 501 68-28701

Library of Congress [3]

4. PERIODICAL TITLE AS MAIN ENTRY

Most periodicals are entered under title (when they have distinctive titles) because the editors or sponsors may change from time to time.

Sample 8



Ref— (4

For holdings see Serials Record—(5
Inquire at Reference Desk

N
1
A72

Architectural record. v. 1- July 1891- — (1
[New York, F. W. Dodge Corp., etc.]—
2) —v. illus. (part col.) plans. 25-31 cm.
Quarterly, July 1891-Apr. 1902; monthly, May 1902-
3) Title varies slightly.
Absorbed American architect and architecture in Mar. 1938.
INDEXES:
Subject index.
vols. 1-20, 1891-1906. 1 v.

1. Architecture—Period. 2. Building--Period.
I. American architect and architecture.
NA1.A6 12—17303*

Library of Congress [53r50e2]

In general, the Serials List is used for locating periodicals. If the catalog is used, please note these differences between book cards and periodical cards. Refer to card at bottom of p.14:

1. Entry indicates either inclusive dates or the beginning date of periodicals we continue to receive.

2. The collation, usually left open, may include volume designation, existence of illustrative material, size and frequency.

3. The notes indicate the history of the periodical.

4. Older periodicals have "Ref" in the call number although they are limited loan.

5. The card catalog does not indicate which particular volumes are held by the library. The Serials List has most of the needed information about what the library owns. Complete information can be requested at the Serials Desk, not the Reference Desk.

5. ADDED ENTRIES

The main entry "unit card" is often reproduced several times to provide cards for added entries that would be useful for finding the book. The added entry is indented and typed above the main entry on the added entry cards. Added entries may be made for:

Secondary authors	Corporate bodies
Editors	Titles
Translators	Parts of titles
Subjects	Series titles

Almost anything that might be a useful finding device for the book may be an added entry.

Sample 9

Title Added Entry

The cool, crazy world of the sixties.

CB
426
B4

Berton, Pierre, 1920-

Voices from the sixties; twenty-two views of a revolutionary decade. [1st U. S. ed.] Garden City, N. Y., Doubleday, 1967.

xviii, 242 p. 23 cm.

Interviews originally held on the Pierre Berton television program. Most of the interviews were first published in 1963 under title: The cool, crazy world of the sixties.

CONTENTS.—Introduction: the mood and the medium.—Ray Bradbury: Cassandra on a bicycle.—Louis Lomax: the television prophet.—Maureen Murphy: civil rights worker.—Malcolm X: the black vigilante.—Malcolm Boyd: the espresso priest.—Lord Soper: the soapbox parson.—Dr. Anne Biezanek: the church and the pill.—Lois Pearson: a witch in suburbia.—Lenny Bruce: a child before his

For fuller information see main author card

(Continued on next card)

67-19306

[3]

Author added entry

Sample 10

Makino, Seiichi, 1935- joint author.

PL
537
I8

Itasaka, Gen, 1922-

Modern Japanese : an advanced reader / Gen Itasaka, Seiichi Makino, Kikuko Yamashita. — 1st ed. — Tokyo ; New York : Kodansha International ; New York : distributed by Harper & Row, 1974.

2 v. : 21 cm. Ja***

Includes index.
CONTENTS: v. 1. Text.—v. 2. Vocabulary and notes.
ISBN 0-87011-222-8 set

1. Japanese language—Readers. 2. Japanese language—Glossaries, vocabularies, etc. I. Makino, Seiichi, 1935- joint author. II. Yamashita, Kikuko, joint author. III. Title.

PL537.I8 495.6'8'6421 73-8[illegible]

Series added entry

Sample 11

Council of Planning Librarians.
Exchange bibliography, 569.

Z
7164
07
C65
no.
569

Fox, Teri.
Environmental management: an annotated bibliography. Monticello, Ill., Council of Planning Librarians, 1974.
44 p. (Council of Planning Librarians. Exchange bibliography, 569)

1. Environmental policy--U.S.--Bibl. I. Title. II. Series. NUC

6. ANALYTIC ADDED ENTRY

Some collected works such as short stories, plays or essays may have added entries called "analytics." These identify individual works contained in the collections.

Sample 12

Main Entry

PT
8854
L4

Ibsen, Henrik, 1828-1906.
Six plays. Newly translated and with an introd. by Eva Le Gallienne. New York, Modern Library (1957)

xxxiii, 510 p. 19 cm. (The Modern library of the world's best books (6))

CONTENTS.—A doll's house.—Ghosts.—An enemy of the people.—Rosmersholm.—Hedda Gabler.—The master builder.

Author, title anals.

PT8854.L4 ○ 839.8226 57—6489

Library of Congress (58k7)

Analytic

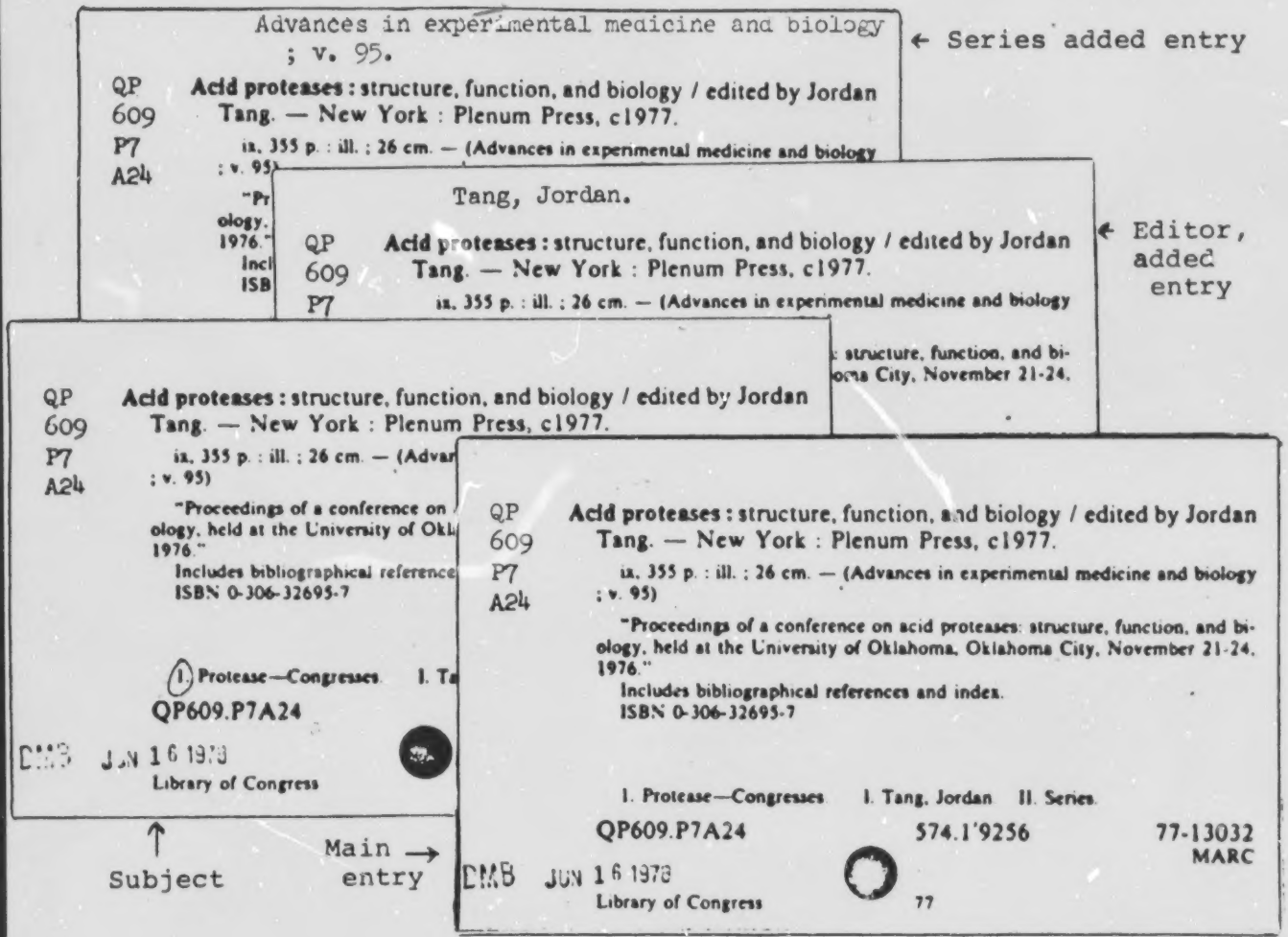
PT
8854
L4

Ibsen, Henrik
A doll's house.

(In his six plays. Newly translated. New York, Modern Library (1957))

○

Added entry cards may not always contain all the information found on the main entry card. Some older added entry cards were not reproductions of the Main Entry. Also, if the main entry requires several cards for the complete entry, the added entries will reproduce only the first card. For this reason, and several others that will come up later, it is important to be able to distinguish between a main entry card and an added entry card.


Advances in experimental medicine and biology ; v. 95.
← Series added entry
QP 609 P7 A24
Acid proteases : structure, function, and biology / edited by Jordan Tang. — New York : Plenum Press, c1977.
ix, 355 p. : ill. ; 26 cm. — (Advances in experimental medicine and biology ; v. 95)
Tang, Jordan.
← Editor, added entry
"Proceedings of a conference on acid proteases: structure, function, and biology, held at the University of Oklahoma, Oklahoma City, November 21-24, 1976."
Includes bibliographical references and index.
ISBN 0-306-32695-7
1. Protease—Congresses I. Tang, Jordan II. Series.
QP609.P7A24
574.1'9256
77-13032
MARC
DMB JUN 16 1978
Library of Congress
77
Subject
Main entry

TRACINGS

In order to keep track of the cards in the catalog, the entries made are traced on the bottom of the main entry card. The added entries for Author-Title Catalog are listed with Roman numerals (I., II., III. etc.) or with parenthesis for Series (Series) or as seen on Sample Card 12 for analytics.

Added entries for the Subject Catalog are listed with Arabic numerals (1, 2, 3). Subject tracings can be very useful in searching subjects, for they describe the subject of the book and show under what subject to search for similar books. See page 10 for identification of the tracings on the card.

SECTION 2. CARDS IN THE AUTHOR-TITLE CATALOG

QUESTIONS - Answer 1-5 and for 6 answer your option and one other option.

1. What is usually the main entry for periodicals? 1. _____

2. How many main entries are there for a book or periodical? 2. _____

3. Are main entries always personal authors? 3. _____

4. Which card has all the information on a book? 4. _____

5. What kind of numbers are used for added entries in the Author-Title Catalog? 5. _____

6. Reading a Catalog card.

   Do your option plus one other making use of the sample cards indicated in the text.

   A. Use Sample Card 11 on p. 16.

      1) Main entry _____

      2) Call number _____

      3) How many added entries for the Subject Catalog? ____

   B. Use Sample Card 10 on p. 16.

      1) Main entry _____

      2) Call number _____

      3) How many added entries for the Author-Title Catalog? _____

   C. Use Sample Card 5 on p. 13.

      1) Main entry _____

      2) Call number _____

      3) How many added entries for the Subject Catalog? ____

D. Use Sample Card 8 on p. 14.

1) Main entry _____

2) Call number _____

3) How many added entries for the Author-Title Catalog? _____

E. Use Sample Card 7 on p. 14.

1) Main entry _____

2) Call number _____

3) How many added entries for the Subject Catalog? _____

OPERATIONS

The following problems involve looking up series entries in the Author-Title catalog. In doing this exercise you may find an additional kind of card called a "see reference" which will refer you from entries that are not used to the entries that are.

Give the call numbers of the series items listed below. Do your option plus two others.

A. _____ Rutgers Studies in English, no.5

B. _____ Conference Board report, no. 77

C. _____ Estudios juridicos, no. 1

D. _____ American Enterprise Institute for Public Policy Research. Foreign affairs study, 8.

E. _____ Cornell College chapbooks, no.14

SECTION 3. FILING - FINDING ENTRIES IN THE AUTHOR-TITLE CATALOG

The previous section covered types of entries filed in the Author-Title catalog. This section will explain filing order in the catalog. The filing order in the Author-Title catalog and the Subject catalog follow some specific rules which you must know to be able to find entries in these catalogs. The primary skill in using the catalogs is understanding what an entry is; the second skill is knowing how to find an entry in the catalog. In order to find an entry you need to know the filing rules. Because of the enormous number of cards in the catalog, it is easy to miss things if you don't understand the filing rules.

FILING RULES

Here are two basic rules for filing order in the author-Title and Subject catalogs:

RULE 1. When author and title entries begin with the same word, author entries are always filed before title entries. It may help you to remember that this is the same order as in the name of the Author-Title catalog.

For example: Frost, Robert (author entry)
files before Frost... (title entry)

RULE 2. Entries are always filed alphabetically word by word. This is not the same as usual dictionary order which is letter by letter. Catalogs as large as UCSB's are more complicated than any dictionary. Word by word filing is easier to use when there are so many entries.

Examples of word by word filing order		
1. child study	2. children	3. childs
1. New Yorker	2. News West	3. Newsweek

In determining filing order, the spaces between words can be as important as the letters of the words. A phrase used to describe word by word filing order is "nothing before something." It means that an empty space signals the end of a filing element (regardless of what words may come next). In the examples above, this is best shown in the New Yorker example.

Following are some additional filing rules used for the UCSB catalogs.

RULE 3. Articles "a," "an," "the" and their equivalents in foreign languages are not filed when they are the first word:

The moon before A sunset but hear a sound before hear the noise

(Note: Only initial articles are disregarded, never any other terms such as "to," "and," "but," etc.)

RULE 4. Punctuation marks and initials.

a. Hyphenated words are filed as two separate words, as if a space replaced the hyphen:

book-plate before
booklet

b. Initials, whether or not they are followed by periods (e.g. A.L.A. or ALA), file before words beginning with the same initial letter:

ALA before
About

c. Internal apostrophes are filed as if no space existed between the letters in the word:

can't is filed as cant
boy's is filed as boys

d. Terminal apostrophes (those at end of words) are ignored, as are all other punctuation marks when filing:

boys' is filed as boys

RULE 5. Numbers and abbreviations are usually filed as if written out in the language used in the entry:

1984 (title) as Nineteen eighty-four
U.S. as United States

RULE 6. Names.

a. Forenames are filed before the same name as a surname:

Thomas Aquinas before
Thomas, Aaron

b. Names beginning with prefixes are filed as if one word and names beginning with M' and Mc as if spelled Mac:

Los Angeles as Losangeles
Van Dyke as Vandyke
McDonald as Macdonald

c. Single surnames are filed before double surnames.

Lopez, Roberto before
Lopez Castillo, Roberto

RULE 7. Foreign languages.

a. Regard modified vowels as follows:

German and Scandinavian ä, ö, ü as ae, oe, ue
Scandinavian å, Å as aa
Dutch y as ij

b. Regard non-Roman alphabets as if transliterated.

BEYOND THE FILING RULES

This brief summary covers most of the filing rules you need to know in using the catalog to find books. If you ever have problems locating items in the card catalog, it may be due to other things than not understanding the filing rules. Here are some other things to consider if you are having difficulties in using the Author-Title catalog.

1. The book is not listed the way it might be expected to be. It might be listed under the series number, or be part of a serial, or it might be under the author and you only have the title.

2. There may be something wrong with the information about the book such as a misspelled author's name.

3. It may be a periodical article or an essay and not a complete book.

4. It may be a type of material that is not represented in the card catalog. Some materials in the library have separate catalogs or means of approach. Thes include:

   a) Government Publications (special indexes)
   b) Technical Reports (see leaflet, special indexes)
   c) Art Exhibition Catalogs (computer produced index)
   d) Records and Tapes (their own catalog)
   e) Curriculum materials, including state text books, courses of study, children's books
   f) Microform collections

Reference librarians should be consulted about difficulties in locating material. They can assist in finding alternate items not covered by these rules.

SECTION 3. FILING

Number these exercises in the order in which they would be filed in the catalog:

Example:

3 use the boat

1 the U.S. Navy

4 useless task

2 use less water

1. ____ The end of	5. ____ Anchors	9. ____ Cancel
____ Endless days	____ An elephant trunk	____ Can you
____ End the day	____ Elephantine	____ C.C.C.
2. ____ Anderson, W.T.	6. ____ TWW	10. ____ Brown soil
____ And then	____ Tomorrow	____ Brown, Tom
____ Anderson trials	____ 2 days	____ Brown-out
3. ____ NBC	7. ____ Boy's club	11. ____ A theory
____ Nation's news	____ Boy scout	____ Theories
____ Nation-wide	____ Bŏz	____ Or yet
4. ____ One time	8. ____ But now	12. ____ Will the boys
____ 100 days	____ Button up	____ Will he bring
____ Once upon	____ 9th wave	____ Will-o'-the-wisp

SECTION 4. CLASSIFICATION AND ARRANGEMENT OF LIBRARY MATERIALS

CALL NUMBERS

Library materials are arranged on shelves by "call number." The call number is made up of the classification number (a combination of letters and numbers) using the Library of Congress (L.C.) classification scheme plus a letter and number or numbers, which are usually for the author. The classification scheme arranges material by subject.

LIBRARY OF CONGRESS CLASSIFICATION

Most books in the UCSB Library are arranged according to the Library of Congress classification system. Public libraries and school libraries generally use another classification system known as the Dewey Decimal, but most large academic and research libraries use Library of Congress (L.C.).

The L.C. system groups books into broad subject categories which are identified by a letter of the alphabet (see outline). These broad categories may be further subdivided by additional letters.

Here is an outline of the L.C. system.

A--GENERAL WORKS
AE--Encyclopedias
AI--Indexes
AN--Newspapers
AP--Periodicals

B--PHILOSOPHY, PSYCHOLOGY, RELIGION
B-BD--Philosophy
BF--Psychology
BH--Esthetics
BJ--Ethics
BL-BX--Religions, Mythology

C--HISTORY--(AUXILIARY SCIENCES: ARCHAEOLOGY, GENEALOGY, etc.)

D--HISTORY (EXCEPT AMERICA)
DA--Great Britain
DC--France
DD--Germany
DK--Russia
DS--Asia
DT--Africa

E-F--AMERICA AND UNITED STATES
F1-F970--United States (local)
F1201-F3899--Latin America

G--GEOGRAPHY, ANTHROPOLOGY
G-GF--Geography, Voyages, Travel (general), Atlases
GN--Anthropology, Ethnology, Ethnography
GR--Folklore
GV--Sports

H--SOCIAL SCIENCES
HA-HJ--Economics
HM-HQ--Sociology
HX--Communism, Socialism, Anarchism

J--POLITICAL SCIENCE
JC--Theory of the State

K--LAW

L--EDUCATION

M--MUSIC
ML--Literature of Music
MT--Musical Instruction

N--FINE ARTS
NA--Architecture
NB--Sculpture & Related Arts
NC--Graphic Arts
ND--Painting
NK--Applied Arts
NX--The arts in general

P--LANGUAGE AND LITERATURE
PA--Classical Philology
PB-PH--Modern European Languages
PJ-PL--Oriental Languages
PQ--Romance Literatures
PR--English Literature
PS--American Literature
PT--German Literature

Q--SCIENCE
QA--Mathematics
QB--Astronomy
QC--Physics
QD--Chemistry
QE--Geology
QH--Natural History
QK--Botany
QL--Zoology
QM--Human Anatomy
QP--Physiology
QR--Bacteriology

R--MEDICINE

S--AGRICULTURE

T--TECHNOLOGY AND ENGINEERING

U--MILITARY SCIENCE

V--NAVAL SCIENCE

Z--BIBLIOGRAPHY & LIBRARY SCIENCE
Z116-550--Book Industry

HOW THE CALL NUMBER WORKS

The specific subject of the book is indicated by the number following this first letter or letters. For example:

Line 1	DA	Churchill, Sir Winston Leonard Spencer.
2	16	A history of the English speaking people.
3	C47	

Line 1: The letter D brings together books on the subject of World History. DA brings together books on the history of Great Britain.

Line 2: 16 brings together general histories of the British Empire.

Line 3: C47 - this line and others that may follow are used to shelve books on the same subject in logical order, usually by author.

LOCATING CALL NUMBERS ON THE SHELVES

It is not necessary to remember where classification letters are located in the library because Where is it? and posted lists indicate these locations. It is important to copy the complete call number from the catalog cards with any other information stamped or typed on it.

SHELVING

Books are shelved by their call numbers. Call numbers follow certain rules for order which must be followed in order to locate any one call number:

a. Single letters file before double letters. Q before QA
b. Numbers with decimal points interfile with whole numbers. Z 710 before Z 710.1 and before Z 711
c. Author or cutter numbers are read decimally A8 = A.8. More examples are J25 before J3 before J685 before J75 before J8
d. Double cutter numbers are filed first by first cutter then second. L5 A1 before L5 A2 before L5 C6 before L6 F8

This is an example of how books would appear on the shelves, filed in call number order.

D 10 H4	D 10.6 H4	D 1060 H3	DA 16 C5	DA 16 C53	DA 16 C6	DA 17 C5	DA 17 C5 B4	DA 17 C5 D2

MATERIALS NOT IN THEIR REGULAR PLACE ON THE SHELF

As was stated in the section on Collections, much material has been placed in special locations for various reasons. To indicate these locations, the catalog cards may be stamped in the call number or they may be covered with plastic overlays. Also, cardboard dummies may be substituted for the material in the regular place on the shelf. In some cases the only indication will be charge cards in the circulation files. The chart on p.30 will indicate these various devices. Also the display in the Subject Catalog area shows examples of these special means.

HELPS FOR FINDING BOOKS IN THE LIBRARY

1. Check for logical mis-shelving.
2. Check nearby tables and yellow reshelving shelves in surrounding area.
3. Ask at the Main Circulation Desk. The book may be "on reserve," checked out, at the bindery, in storage, missing, etc.
4. Check the Author-Title Catalog to see if some information was missed. This may be in the call no. or on a plastic overlay.
5. Go to the Shelf List and check for special locations, etc.
6. Request help. The Librarian can determine if there is some peculiarity which makes location a problem.
7. Perhaps the book is oversized (over 30 cm. or 12 1/4") and is located at the beginning of the stacks on each floor.
8. Lastly, request the Main Circulation Desk to "search" the book.

IDENTIFICATION OF COLLECTION LOCATIONS

Materials not listed in Card Catalog, but which have Catalogs or indexes of their own.

Pamphlets
Annual Reports
Telephone Directories
College Catalogs
Examination files
Records
Art Exhibition Catalogs

Archives
Manuscripts
Juvenile Collection
Text Books
Courses of Study
Film strips

Exam file
Map Room--overlays
Oil Spill Information Center
Technical Reports-special indexes
Government Publications

Information in call number, either below or above or stamped in left center of the card.

Special Collections
Wyles
Printers Collection
*-Wyles

Microforms
Oriental Collection
Black Studies

Coleccion Tloque Nahuaque
Curriculum Collection

Plastic Overlays

Orange - Green slips (Received, ask at Reference Desk)

Red - Special location: Inquire at Reference Desk

Blue - Bibliography Room, Map Room, SEL Library

Brown - Arts Library

Green - Government Publications

Card in Circulation

Stack D

Reserve Books

Dummies

Oversize (over 30 cm. or 12 1/4")
Reference Locations
Bibliography Room

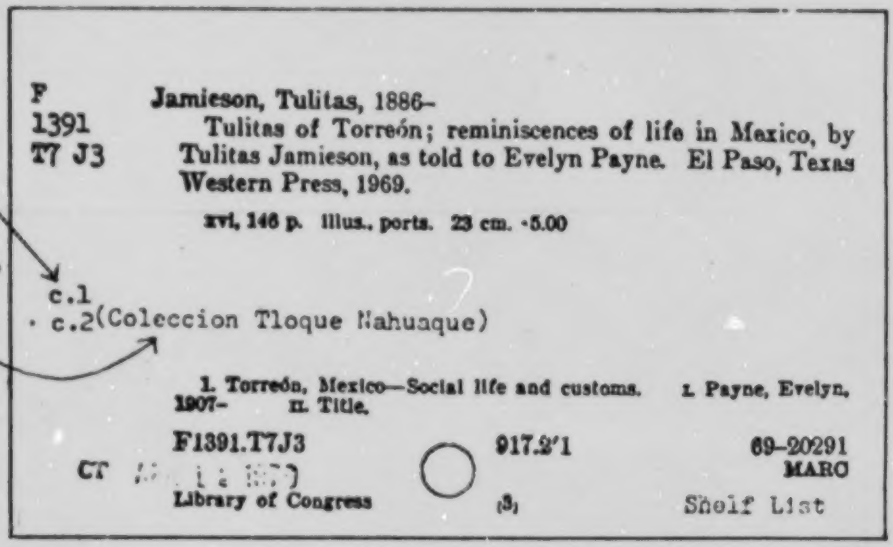
SHELF LIST CATALOG: NUMBER OF COPIES IN THE LIBRARY

The Shelf List is a library catalog where the cards are filed in call number order, like the books on the shelves. Here alone can you find how many copies of a book are in the library.

The Shelf List cards indicate (1) the number of copies of all cataloged materials (abbreviated on the card as c.1, c.2, etc.), (2) special locations of multiple copies, and (3) information about missing material. If there are no copies listed that means there is only a single copy. When different copies are in different locations, the information may be noted on a single card or two or more cards may be filed, one for each separate location. Always check to see how many cards are filed for the same call number. If there is no location indicated, the book will be in the Main Collection for classifications A-L; Arts Library for M and N and Sciences-Engineering Q-V. Z's are located in all these places. Arts and Sciences-Engineering Library Z books all have overlays.

SAMPLE

SHELF LIST CARD SHOWING NUMBER OF COPIES AND SPECIAL LOCATION



F
1391
T7 J3

Jamieson, Tulitas, 1886–
Tulitas of Torreón; reminiscences of life in Mexico, by Tulitas Jamieson, as told to Evelyn Payne. El Paso, Texas Western Press, 1969.
xvi, 146 p. illus., ports. 23 cm. 5.00

c.1
c.2(Coleccion Tloque Nahuaque)

1. Torreón, Mexico—Social life and customs. 1907– II. Title. I. Payne, Evelyn,

F1391.T7J3 917.2'1 69-20291
MARC
Library of Congress Shelf List

SECTION 4. CLASSIFICATION

QUESTIONS

I. Number these call numbers in the order they would appear in the Shelf List catalog.

1. ____ QA 700 J2
   ____ Q 800 J2
   ____ QK 800 B2
   ____ L 900 J2

2. ____ QB 501 J2
   ____ QB 5.02 J3
   ____ QB 51 J4
   ____ QB 50.2 J1

3. ____ Q 1 J5 F3
   ____ Q 1 J2
   ____ Q 1 J14 F3
   ____ Q 1 J14 F27

4. ____ L 75 A7
   ____ LD 75 M6
   ____ L 75 M17
   ____ L 75 M5 P3
   ____ LD 7.5 S8

II. Answer the following questions true or false:

1. _____ The Shelf List catalog is filed alphabetically word by word.

2. _____ If no copies are listed on the Shelf List card that means the book is lost.

3. _____ For each call number there can never be more than one Shelf List card.

4. _____ Special locations may be shown on Shelf List cards.

OPERATIONS (Do your option.)

How many copies in this call number? Where are they located?

		Copies	Location
A.	E 185.93 L6 V56	_____	_____
B.	F 865 P69 R67	_____	_____
C.	Z 250 A2 H84	_____	_____
D.	Ref AY 67 N5 W92 1978	_____	_____
E.	Ref Z 6941 P4 1977/78	_____	_____

SECTION 5. USING THE SUBJECT CATALOG

The Subject Catalog lists books and periodicals by subject. If you need information about people, places, ideas or things, the subject catalog will lead you to the materials. Much of the time, you can look directly under the words that first come to mind. For example:

Ecology

Railroads

San Francisco

Steinbeck, John, 1902-1968

At other times, however, the subject heading actually used might differ somewhat or even significantly from the words that first come to mind. For example:

Topic	Subject Heading Used
Battle of Gettysburg	Gettysburg, Battle of, 1863
Civil War	U.S.--History--Civil War
Intelligence	Intellect

SUBJECT HEADING LIST

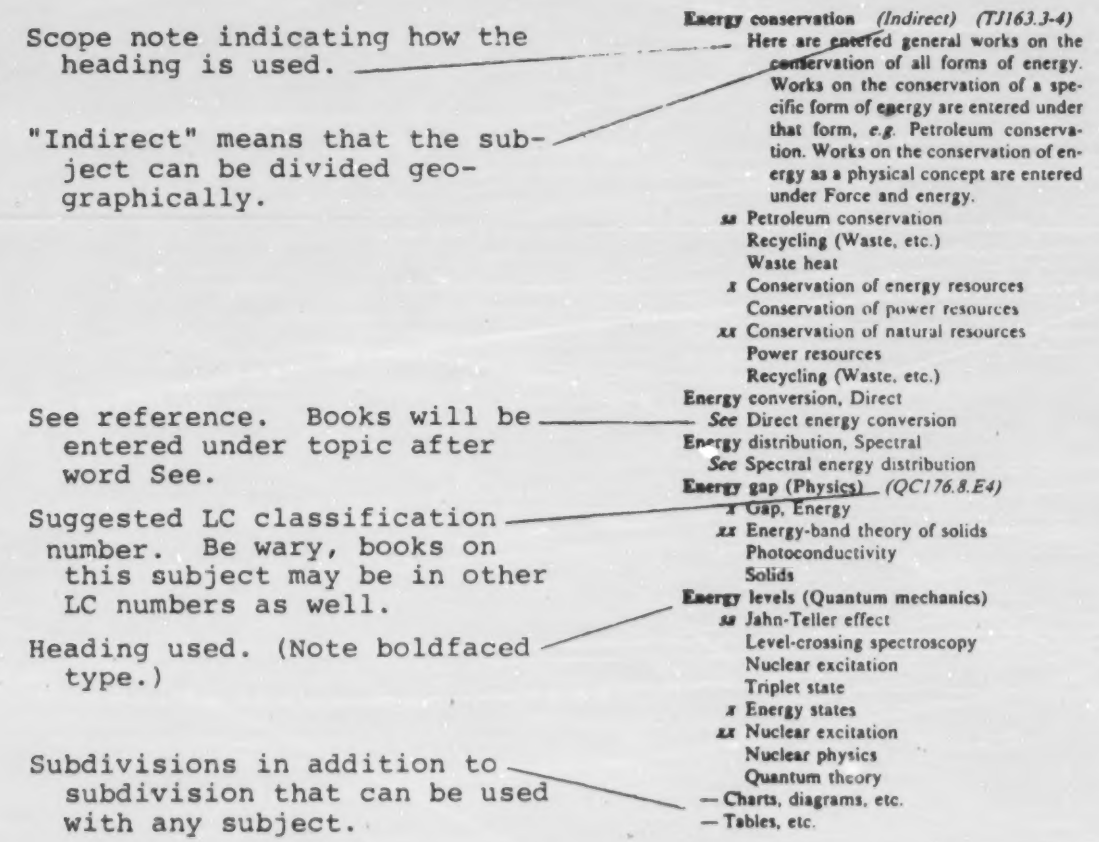
Because it is not always possible to translate the concepts or ideas of a subject into the terminology of the subject catalog, it is recommended that the List of subject headings used in the dictionary catalogs of the Library of Congress, usually called the Subject Heading List, be used before going to the Subject Catalog itself. This list is a thesaurus of terms for use in the subject catalog with suggested cross references. It explains how headings are used and it gives related headings that might be more suited to a topic than those which were originally considered.

These two volumes and the supplements which bring it up to date on new topics are located at the beginning part of the Subject Catalog, at the Sciences-Engineering Library Desk and near the Arts Library Subject Catalogs.

However, there are some subjects that it is useless to search for in this list. These are mostly proper names and include:

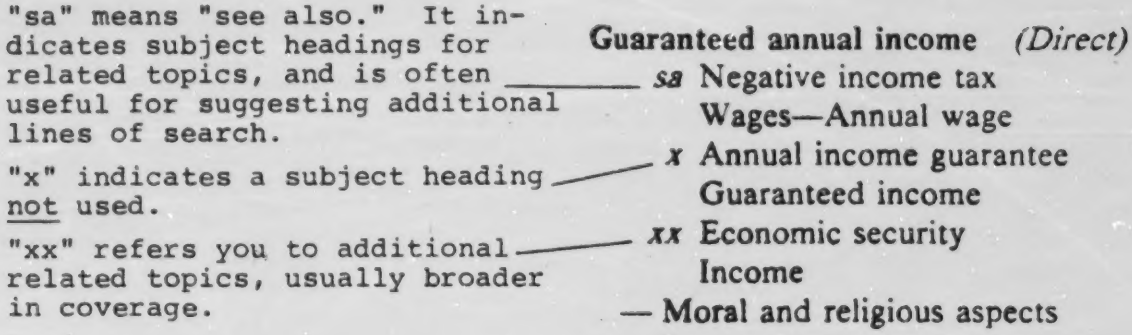
Proper names	Names of structures
Name of places	Names of groups
Many scientific terms	Many religious terms

Examples of these include Laser, or Isherwood, Christopher, or Katmandu, or Eiffel Tower or Beatles. These can be looked up directly in the Subject Catalog.


Scope note indicating how the heading is used.
"Indirect" means that the subject can be divided geographically.
See reference. Books will be entered under topic after word See.
Suggested LC classification number. Be wary, books on this subject may be in other LC numbers as well.
Heading used. (Note boldfaced type.)
Subdivisions in addition to subdivision that can be used with any subject.
Energy conservation (Indirect) (TJ163.3-4)
— Here are entered general works on the conservation of all forms of energy. Works on the conservation of a specific form of energy are entered under that form, e.g. Petroleum conservation. Works on the conservation of energy as a physical concept are entered under Force and energy.
ss Petroleum conservation
Recycling (Waste, etc.)
Waste heat
x Conservation of energy resources
Conservation of power resources
xx Conservation of natural resources
Power resources
Recycling (Waste, etc.)
Energy conversion, Direct
See Direct energy conversion
Energy distribution, Spectral
See Spectral energy distribution
Energy gap (Physics) (QC176.8.E4)
x Gap, Energy
xx Energy-band theory of solids
Photoconductivity
Solids
Energy levels (Quantum mechanics)
ss Jahn-Teller effect
Level-crossing spectroscopy
Nuclear excitation
Triplet state
x Energy states
xx Nuclear excitation
Nuclear physics
Quantum theory
— Charts, diagrams, etc.
— Tables, etc.

SYMBOLS

Here is an entry with an explanation of symbols:


"sa" means "see also." It indicates subject headings for related topics, and is often useful for suggesting additional lines of search.
"x" indicates a subject heading not used.
"xx" refers you to additional related topics, usually broader in coverage.
Guaranteed annual income (Direct)
sa Negative income tax
Wages—Annual wage
x Annual income guarantee
Guaranteed income
xx Economic security
Income
— Moral and religious aspects

SUBDIVISIONS

Headings can be further subdivided by subject, place, period or form. See the introduction in the Subject Heading List for a complete explanation.

Briefly, place subdivisions are indicated in several ways. After topics that can be subdivided by place the words "Direct" or "Indirect" will appear. See Energy Conservation. "Direct" means subdivided to the smallest unit applicable (such as Santa Barbara). "Indirect" means to subdivide to larger units before smaller units (such as California--Santa Barbara). Neither "direct" or "indirect" appears after Energy gap (Physics) which means it cannot be subdivided by place. In other places the note may say enter under country with the subject as subdivision.

Period subdivisions can be by phrase as well as by inclusive dates, such as Nineteenth century or 1914-1918.

FORM SUBDIVISION

Some subdivisions can be used to subdivide any heading. The following is a partial list of form and topical subdivisions for subdividing any subject heading when relevant:

--Abstracts
--Addresses, essays, lectures
--Atlases
--Bibliography
--Bio-bibliography
--Biography
--Collected works
--Congresses
--Dictionaries
--Directories
--Exhibitions
--Handbooks, manuals, etc.
--History
--Outlines, syllabi, etc.
--Periodicals
--Periodicals--Indexes
--Societies, etc.
--Statistics
--Yearbooks

SUBJECT CATALOG GUIDE CARDS

Once you have established your headings, go directly to the subject catalog. You will notice that there are tall guide cards throughout the drawers. The library is in the middle of a project to supply guide cards for all subjects and cross references. Because the project has not been completed, you may have to look at the entire set of cards between guide cards for your subject if you do not find a guide card.

SAMPLE GUIDE CARD

The subjects marked X on this card will have no books listed but refer to Job Analysis

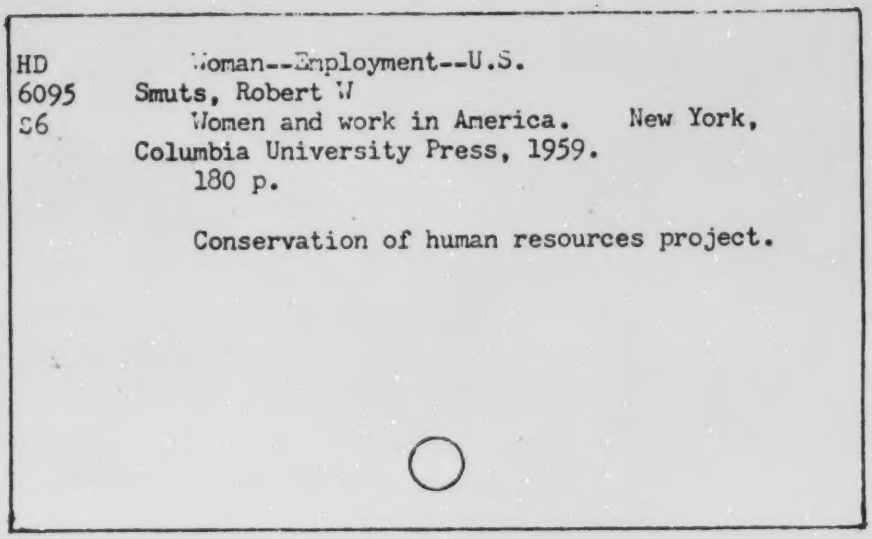
JOB ANALYSIS

CROSS REFERENCES TO THIS HEADING HAVE
BEEN MADE FROM THE FOLLOWING TERMS:
X JOB CLASSIFICATION
X ANALYSIS, JOB

SUBJECT ADDED ENTRY CARDS

The subject added entry cards are also copies of the main entry card in the Author-Title Catalog. They may have the subject typed in red or black on the top line, or have the number of the subject in the tracings circled in red. While the Subject Catalog is one of the most useful tools for finding books in the library, it does have limitations, especially because not all the books in the library are listed in the Subject Catalog. If you have difficulty locating your subject, ask one of the reference librarians to help you.

TYPED IN RED AT TOP OF CARD

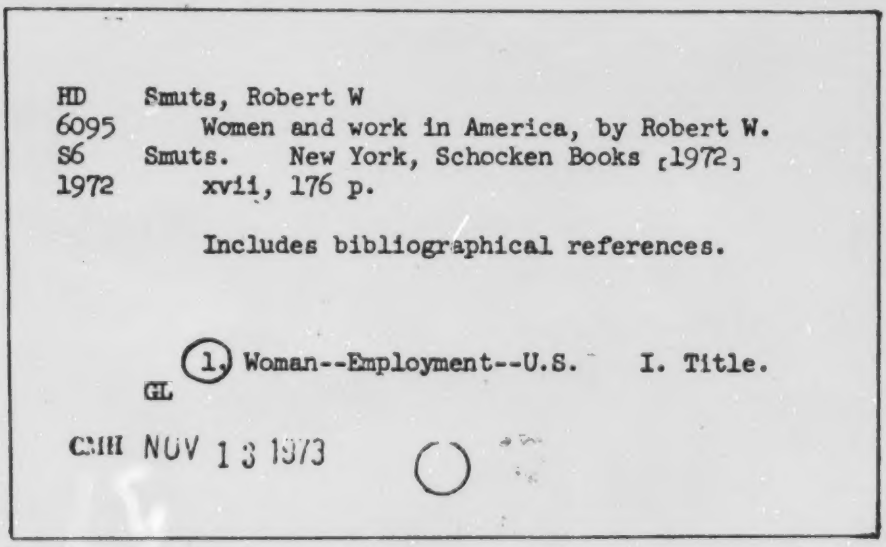


HD
6095
S6

Woman--Employment--U.S.
Smuts, Robert W
Women and work in America. New York, Columbia University Press, 1959.
180 p.

Conservation of human resources project.

CIRCLED IN RED



HD
6095
S6
1972

Smuts, Robert W
Women and work in America, by Robert W. Smuts. New York, Schocken Books [1972]
xvii, 176 p.

Includes bibliographical references.

1. Woman--Employment--U.S. I. Title.

GL

CMH NOV 13 1973

FILING ORDER IN THE SUBJECT CATALOG

The Subject Catalog has the same basic filing rules as the Author-Title Catalog. In addition there are two more basic rules because of the use of subdivisions, adjectives, phrases, etc.

1. Subjects file first, followed by all their subdivisions, then subjects modified by adjectives, and then subjects used in a phrase. This may be understood better perhaps by observing the punctuation. Simple subjects file first, then those used with dashes, followed by those with commas and finally phrases.

Psychology
Psychology--Experiements
Psychology--Methodology
Psychology, Applied
Psychology, Industrial
Psychology as a profession
Psychology in literature

Subdivisions may be further subdivided by form or period.

Psychology--Experiments
Psychology--Experiments--Bibliography
Psychology--Methodology
Psychology--Methodology--Congresses

2. For headings subdivided by period, file in chronological order. The most inclusive period files first, followed by subdivisions within that period and after that the next time division. A date with--to 331 B.C. would include the whole time period up to that date and would be more inclusive than 450-300 B.C. 1945- would be more inclusive than 1954-1968. Greece--History--to 146 B.C., Greece--History--146 B.C.-323 A.D., Greece--History--Persian Wars 500-449 B.C. The time periods are set by the sense of the material being subdivided, thus U.S.--History will be subdivided differently from France--History or China--History. Period subdivisions may be indicated either by dates or by phrases. The phrases and dates do not file alphabetically. However, subject subdivisions of a period subdivision will interfile in alphabetical order within that period.

U.S.--History
U.S.--History--Revolutionary War, 1775-1783
U.S.--History--Civil War, 1861-1865
U.S.--History--20th Century
U.S.--History--1901-1953
U.S.--History--1919-1933--Collections
U.S.--History--1919-1933--Fiction

Consult a reference librarian if you encounter difficulties, or are uncertain of the date of some period or event.

SECTION 5. SUBJECT CATALOG

QUESTIONS. Answer all questions.

Use sample page from Subject Heading book on page 38-39.

1. What does the symbol sa before a term mean in the example?

   _____

2. What does the symbol x before a term mean in the example?

   _____

3. What does the symbol xx before a term mean in the sample?

   _____

4. What does Direct mean after a heading in the Subject Heading list?

   _____

5. Is there ever explanatory material in the Subject Heading List telling how a heading is used?

   _____

6. Give three standard subdivisions that can be used for any heading. a. _____

   b. _____ c. _____

OPERATIONS

1. Filing in the Subject Catalog.

   Number the following subject headings in proper filing order:

   Do your option plus any two others:

   A.
   - __ 1. Gt. Britain--History--Norman Period, 1066-1154
   - __ 2. Gt. Britain--History--Victoria, 1837-1901
   - __ 3. Gt. Britain--History--Henry VIII, 1485-1509
   - __ 4. Gt. Britain--History--Restoration, 1660-1668
   - __ 5. Gt. Britain--History--Civil War, 1642-1649

   B.
   - __ 1. U.S.--History--Civil War--Sources
   - __ 2. U.S.--History--Civil War--Women's Work
   - __ 3. U.S.--History--1933-1945
   - __ 4. U.S.--History--French and Indian War, 1755-1763
   - __ 5. U.S.--History--Twentieth Century

   C.
   - __ 1. China--History--19th Century
   - __ 2. China--History--1949-
   - __ 3. China--History--T'ang Dynasty, 618-907
   - __ 4. China--History--Revolution, 1911-1912
   - __ 5. China--History--To 1766 B.C.

SECTION 5. (Continued)

D.
__ 1. Ireland--History--English Conquest, 1166-1186
__ 2. Ireland--History--French Invasion, 1798
__ 3. Ireland--History--1172-1603
__ 4. Ireland--History--17th Century
__ 5. Ireland--History--To 1172

E.
__ 1. Russia--History--To 862--Sources
__ 2. Russia--History--Catharine II, 1762-1796
__ 3. Russia--History--Revolution of 1905
__ 4. Russia--History--Rebellion of Stenka Razin, 1667-1671
__ 5. Russia--History--Invasion of 1812

2. Do your option plus any two others:

A.
__ 1. Education and state
__ 2. Education, Intercultural
__ 3. Education--Australia
__ 4. Educational aspirations
__ 5. Education in literature

B.
__ 1. Journalists
__ 2. Journalism as a profession
__ 3. Journalism--Handbooks
__ 4. Journalism, Commercial
__ 5. Journalism and literature

C.
__ 1. Socialism and art
__ 2. Socialists, British
__ 3. Socialism, Christian
__ 4. Socialism--Periodicals--History
__ 5. Socialism in Africa--Periodicals

D.
__ 1. Music in churches
__ 2. Music--India
__ 3. Musical ability
__ 4. Music and literature
__ 5. Music, Influence of

E.
__ 1. Fish trade
__ 2. Fishing boats
__ 3. Fishing, Primitive
__ 4. Fishing--California
__ 5. Fish-Oil

3. Determining the correct subject heading.

Go to the Library of Congress Subject Headings located at the beginning of the Subject Catalog. This two volume set lists the subject headings that are used for cataloged books. Look up the terms for your option to determine the headings used in the Subject Catalog. Remember, headings actually used are printed in bold type or are preceded with the symbol, xx or Sa and not with x. Circle the term that is used as the subject heading:

A. World War I
War of 1914
European War, 1914-1918

___ Yes Check in Subject Catalog under circled term.
___ No Are any books listed?

B. Motion pictures
Moving-pictures
Movies

___ Yes Check in Subject Catalog under circled term.
___ No Are any books listed?

C. Student transportation
Busing of school children
School children--transportation

___ Yes Check in Subject Catalog under circled term.
___ No Are any books listed?

D. Environmental stresses
Environmental control
Environmental engineering

___ Yes Check in Subject Catalog under circled term.
___ No Are any books listed?

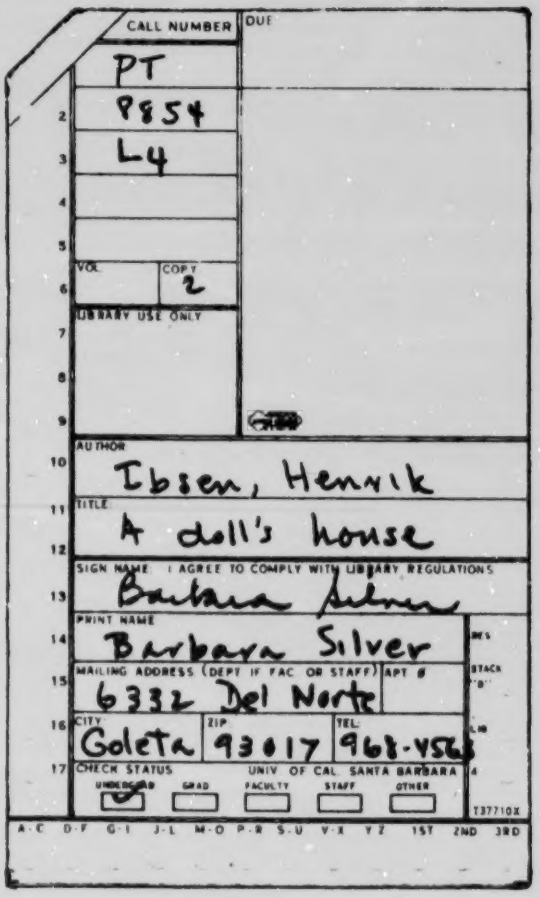
E. Cars (automobiles)
Motor cars
Automobiles

___ Yes Check in Subject Catalog under circled term.
___ No Are any books listed?

SECTION 6. & 7. CIRCULATION: HOW TO CHARGE OUT MATERIALS

Once you have located the books you want, you can charge them out for use at home at the Circulation Desk. Close by this desk you will find counters with circulation cards and directions for filling them out. Fill out one for each book to be charged out and place it in the back of the book. There is no limit to the number of books which you may borrow.

SAMPLE CHARGE CARD



Present the book, completed charge card, and your student registration card to the attendant at the desk who will stamp the date due in the back of the book and on the charge card. The card will be filed as a record of where the book is located. Thus, if you wish to know whether a book you have not been able to locate on the shelves is charged out, you can check at the Circulation Desk.

Books are charged out for two weeks to undergraduate students and off-campus borrowers, for the quarter for graduate students and for indefinite loans to faculty. However, books may be recalled for you when a book has been charged out for two weeks.

RENEWALS, RESERVES, SEARCHES, UNCATALOGED BOOKS

You may renew a book at the Circulation Desk if there are no "holds" reserving it for another patron. You may reserve a book by turning in a completed charge card and a self-addressed post card which will be sent to you when the book is available.

You pick up and charge out uncataloged books, paged from temporary main entries which you have requested at the Reference Desk, at the Circulation Desk.

RETURNING BOOKS

Books may be returned in the regular book drops at the entrances when the library is closed and in book drops near circulation desk and at the East entrance, when library is open. There is also a drive-up regular return book drop near the bus stop at the west entrance to North Hall.

FINES

Fines are charged for overdue books. The fine schedule is posted near the Circulation Desk. The Circulation Department will bill you by mail for any overdue book, and the bill must be paid at the Cashiers Office in the Administration building. You cannot pay your fine until you receive the bill. Charges are made for lost books and processing of lost books.

RESERVE BOOK SERVICE

The Reserve Book Service houses materials which instructors have asked to have set aside for their courses. Circulation of these is more closely controlled than general library books. These books and articles are listed in two card files in the RBS room:

1. by authors, alphabetically,
2. by department, alphabetically, then by course number, then instructor.

Material reserved for Art and Music courses is in the Arts Library.

The Reserve Book Service circulates past examinations in the humanities and social sciences.

Circulation Procedure

To obtain a reserved item, fill out a charge card and present it to the service desk attendant, together with your registration card. Refer to samples posted in the Reserve Book Room. The attendant will get the book for you and charge it out.

Loan Periods

Loan periods are two hours, one day or four days, as requested by the instructor. Two-hour loans expire "on the hour," one and four day loans expire at noon. Two-hour books charged in the last hour before closing are due the next day one hour after opening.

Returning Material

Materials should only be returned directly to the book drop in Reserve Book Service.

Fines

Fines on reserve materials are especially heavy, ranging from $2.00 to $10.00. Schedules are posted in the Reserve Book Room. The Reserve Book Service will bill for fines by mail. Bills are to be paid at the Cashiers Office in the Administration Building. Students may occasionally work in the library in place of payment of fees; arrangements can be made in the Reserve Book Room.

Holds

"Holds" can be placed for reserve materials, that is, reservations made for some future time to ensure yourself a chance to see the material. To obtain a hold, present a charge card with your request. The hold will be cancelled 15 minutes after the agreed time. Holds can be honored only if books are returned

on time. Renewals and holds cannot be made by telephone, but if you cannot return a book on time, it is a kindness to the next borrower to leave some message (961-4183 or 961-4184).

HOURS - RESERVE BOOK SERVICE	
Monday through Friday	8:00 a.m.-11:00 p.m.
Saturday	8:30 a.m.-11:00 p.m.
Sunday	10:00 a.m.-11:00 p.m.
Recesses	Closed
Holidays	9:00 a.m.- 5:00 p.m.

LIMITED LOAN PERIODICALS

"Limited loan" bound periodicals may be charged out at the Circulation Desk anytime during the day and must be returned the next day by 10:00 a.m. with some variation on weekends. The unbound, current copies of any periodical except the most recent may be charged out at the Serials Desk. The recent issues are for use inside the library and must be charged out if used outside the current periodical reading area. The circulation records for "limited loan" periodicals are at the Serials Desk. Periodicals should be returned directly to the Serials Desk in the current periodical reading area after 8:00 a.m. and before 10:00 a.m.

PAMPHLETS AND NEWSPAPERS

Pamphlets may be borrowed at the Information Desk. Loan periods vary. Newspapers are for library use. Special permission to charge one out may be obtained from the Newspaper Room attendant or from the Serials Desk.

OTHER CIRCULATION DESKS

Library materials are checked out from a number of other places in the library.

The Arts Library, a separate operation from the main Library building, handles all of the same circulation functions as the main library. Records and tapes are for use in the Music Service listening rooms. They go out of the library only for class use. The best place to return Arts Library materials is the Arts Library. Arts material returned to the Main Library is delayed and may become overdue.

The Reference Desk circulates reference material from the adjacent areas for use within the building. For brief special loans, some reference books and micromaterials may be charged out at the Reference Desk. Machines for reading microfilms outside the library can be obtained from Learning Resources. The library charges out portable microfiche readers at the Reference Desk. Return to the Reference Desk materials circulated from it.

The Government Publications Section circulates materials in its collection. There is a book drop in the Government Publications for the return of their material. It should not be returned in the regular book drops.

The SEL Desk also circulates exams within the building and occasionally makes special loans of science reference material as has been mentioned for the Reference Desk. SEL charged out materials should be returned to the SEL Desk.

Materials in Special Collections, Black Studies, Coleccion Tloque Nahuaque never circulate outside the library. The Curriculum Laboratory charges out their own materials and has return book drops for the return of their material.

LEAVING THE LIBRARY

Slow down at the exit sensing device! In order to maintain the collection as open shelved, persons leaving the library should hand the attendant charged out material so that the sensing device can be by-passed. If inadvertently you retain library materials with your books, an alarm will sound and the exit lock.

FUTURE

The Circulation Department is working on the conversion of the charge out system to computer control. This will eliminate the lengthy filling out of charge cards.

SECTIONS 6. & 7. CIRCULATION AND RESERVE

QUESTIONS

Write in True or False before the statement.

_____ 1. Government Publications charges out its own materials.

_____ 2. Fines must be paid when returning overdue materials.

_____ 3. The Reserved Book Room has no way of letting you know what is on reserve for your class.

_____ 4. You may renew a book if no one else needs it.

_____ 5. After 8:00 a.m. limited loan books should not be returned to the regular book drops.

_____ 6. You must show your reg card to check out books.

_____ 7. Bound periodicals may be charged out at the circulation desk anytime one day and returned anytime the next day.

_____ 8. You can request that a book checked out to someone else be held or recalled for you.

REFERENCE MATERIALS

Reference books have widely varying characteristics both in their physical format and in the organization of their content. In learning to use them you will find their organization has been devised to contribute to the ease with which you use them. This "helpfulness" makes reference books special--all of them were created to make it easier for you to find information. Reference books do not circulate from the library because many different persons may need to consult them.

There are two basic types of reference materials:

(1) Those that provide the specific data itself, as in atlases, dictionaries, and encyclopedias

(2) Those that indicate other places to look for the information, as in periodical indexes and bibliographies

This course emphasizes using the reference tools as finding devices for information more than using primary information sources such as encyclopedias and dictionaries.

The UCSB Library does not have all reference books in a single reference room; some are on the regular shelves in the library. Yet, other reference materials are in "special locations." When a reference work is shelved in a special location, the catalog card for the work will have an overlay saying "Special location, inquire at Reference Desk."

If the book has "Ref" in the call number, but no special location indication it will be on the regular book shelves.

If you find yourself needing information for which you might need a reference source not discussed in the following sections you should not hesitate to ask the Reference Librarians to assist you.

SECTION 8. PERIODICAL INDEXES AND ABSTRACTS

Depending on your topic, magazines, journals and newspapers may be more important to you than books. On any topic they can supplement the information found in books. The thousands of magazines and journals published are called, in library terminology, "periodicals". They are published at regular intervals during the year. Periodicals, including newspapers, are "serials", because the parts are published serially, or over a period of time.

Indexes as approaches to periodical literature include these basic types:

1. Indexes of various types
2. Abstracts or abstract journals
3. Citation Indexes

All three of these types will give you the information you need to locate periodical articles, the name of the periodical, the volume, date and page. Request assistance in identifying the index best for your topic.

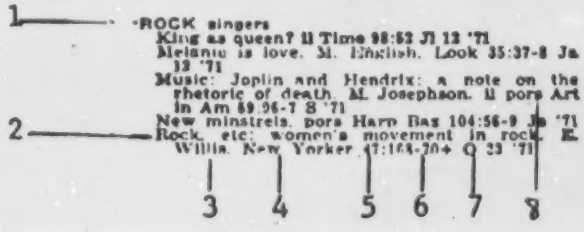
INDEXES

Most indexes have subject approaches to periodical articles and include extensive cross references; some may have author and title entries and, in addition, indexes of various sorts. In using an index for the first time, read the preface or explanatory introduction before beginning your research because it will indicate the index's coverage.

arrangement, abbreviations, and list the periodicals indexed. It should tell you what you need to know in order to use that index effectively.

The H. W. Wilson Company was one of the first to produce indexes to periodicals. From the general Readers' Guide to Periodical Literature, the company branched out to the following subject indexes covering rather broad fields of knowledge: Social Science Index and Humanities Index, Applied Science and Technology Index, Business Periodicals Index, Art Index, and Education Index. All these indexes have a similar format and are apt to use similar terminology.

In going from one index to the next you will soon feel familiar with them. What is included in a typical entry can be seen in this example:


1
2
ROCK singers
King as queen? il Time 98:52 Jl 12 '71
Melanie is love. M. English. Look 35:37-8 Ja 12 '71
Music: Joplin and Hendrix: a note on the rhetoric of death. M. Josephson. il pors Art in Am 59:96-7 S '71
New minstrels. pors Harp Bas 104:56-9 Ja '71
Rock, etc: women's movement in rock. E. Willis. New Yorker 47:164-70+ O 23 '71
3
4
5
6
7
8

1. The subject of the articles
2. The title of the article
3. Author of the article
4. Name of the periodical containing the article
5. Volume number of the periodical
6. Pages on which the article occurs
   (pages 168 to 170 and continued)
7. Date of the periodical containing the article
8. Descriptive notes: "il" or pors" if illustrations or portrait material; "bibl" if a bibliography

WHAT IS A CITATION?

What you need to copy from the entry in the index is called a citation. A citation is the information necessary to find the article. A citation to find the periodical consists of:

1. Periodical title
2. Periodical volume, number, and date
3. Page on which article begins

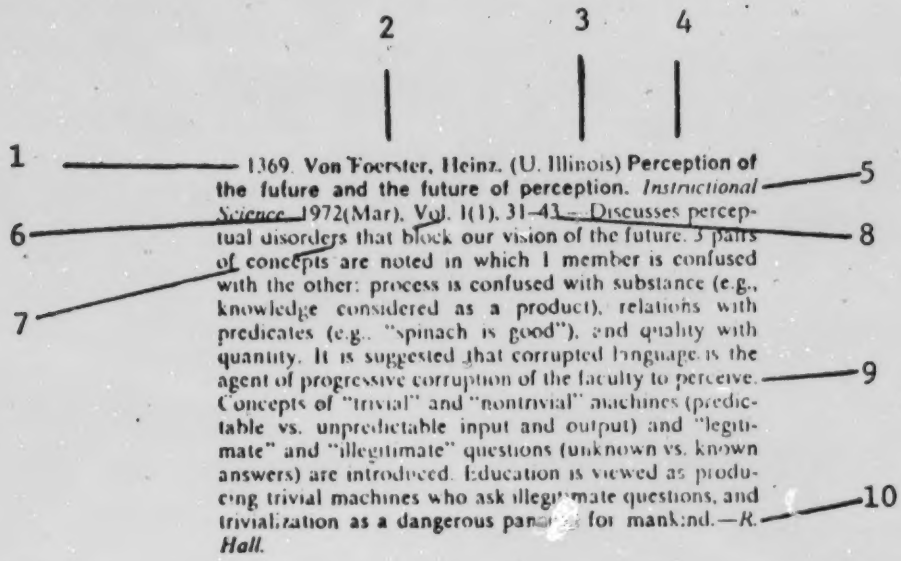
Always copy complete citations when you use an index. The information you need may be listed in a shortened form. (If the title seems incomplete look for a list of titles indexed, usually found near the front of the index volume.) Volume and page numbers are usually separated by colons. The date usually consists of an abbreviation for the month and only the last two digits for the year (eg. 0 23 '71). For a bibliography or footnotes in a paper you should include the author and title of article in your citation as well.

ABSTRACTS

The major distinction of an abstract journal as an index to periodicals is the inclusion of an "abstract," that is a brief summary which describes the article. There are other characteristics of abstract journals. They are more specialized in subject. They are likely to have broad subject arrangements or just a straight numerical listing without any particular order. To find an article, you probably would use the subject and author indexes or perhaps other specialized indexes which refer to the numbers for the entry listings.

Indexes are sometimes computer produced, based on the key words in the titles of the articles. The Reference librarians can help you in using them. Usually a list of periodicals abstracted will be listed in the work; if not, check with the Reference librarians.

Here is an example of an abstract entry.


2
3
4
1
1369. Von Foerster, Heinz. (U. Illinois) Perception of the future and the future of perception. *Instructional Science* 1972(Mar), Vol. 1(1), 31-43.—Discusses perceptual disorders that block our vision of the future. 3 pairs of concepts are noted in which 1 member is confused with the other: process is confused with substance (e.g., knowledge considered as a product), relations with predicates (e.g., "spinach is good"), and quality with quantity. It is suggested that corrupted language is the agent of progressive corruption of the faculty to perceive. Concepts of "trivial" and "nontrivial" machines (predictable vs. unpredictable input and output) and "legitimate" and "illegitimate" questions (unknown vs. known answers) are introduced. Education is viewed as producing trivial machines who ask illegitimate questions, and trivialization as a dangerous pan[illegible] for mankind.—*R. Hall.*
5
6
8
7
9
10

1. Abstract entry number
2. Author of article
3. Affiliation of author
4. Article title
5. Periodical title
6. Date
7. Volume and issue number
8. Inclusive pagination of article
9. Text of the abstract
10. Abstractor

The abstract will appear in English even if the actual article is in another language. The language may be indicated in the entry, or the entry in the language will indicate that the article is in that language.

CITATION INDEXES

A "citation" index not only indexes the articles in journals for any given period but also indexes all the citations in the articles; that is, the sources indicated in footnotes or bibliography. It makes possible the tracing of subjects by means of the person's doing research in the subject. It can help verify articles for which you may have a partial reference, such as author, title, periodical, but not date or pages.

From the point of view of the undergraduate student its chief advantage is its multidisciplinary subject approach in one index making use of the key words of the titles. You do not have to figure out which specialized index to use for a given science or social science, but can use these indexes for various disciplines. Thus, you use the Permuted Subject volume which refers to authors in the Source volume, where the complete citation is given. That is, the author, title, journal title, volume, page and date.

LOCATIONS

Indexes, abstracts, and citation indexes will be found in special locations in the library. For the general collection, they will be in the ready reference area near the reference desk. They are grouped on index tables by subject. There is a directory posted in the area. The Sciences-Engineering Library arranges its indexes and abstracts in call number order on the shelves near the service desk. There is a list of locations at the SEL Desk. In the Arts Library also, the indexes are placed on special index tables.

SECTION 8. PERIODICAL INDEXES

QUESTIONS (Use the sample sheets following these questions.)

I. Work your option.

A. 1. Using sample 1 write in the complete information you need to locate an article on entertaining.
Title of periodical _____
vol._____page _____ date _____

2. Articles frequently have illustrations. Using sample 1, list one for the subject energy policy.
Author _____

3. Using sample 2, what is the complete information you need to locate an article by Greenberg, George S.
Title of periodical _____
vol._____ page_____ date_____

4. Sample 2 is an example of a:

a. Citation index b. Bibliographic essay
c. Wilson Index d. Abstract journal _____

B. 1. Using sample 1 write in the complete information you need to locate an article on English teachers.
Title of periodical _____
vol._____ page_____ date_____

2. Articles frequently have illustrations. Using sample 1, list one for the subject energy policy.
Author _____

3. Using sample 2 what is the complete information you need to locate an article by Feeney, Don J.
Title of periodical _____
vol._____ page_____ date_____

4. Sample 2 is an example of a:

a. Citation index b. Bibliographic essay
b. Wilson Index d. Abstract journal _____

C. 1. Using sample 1 write in the complete information you need to locate an article on entertainers.
Title of periodical _____
vol._____ page_____ date_____

2. Articles frequently have illustrations. Using sample 1, list one for the subject English Language--Study and Teaching--Bibliography.
Author _____

3. Using sample 2 what is the complete information you need to locate an article by Fleck, Stephen.
Title of periodical _____
vol._____ page_____ date_____

4. Sample 2 is an example of a:

a. Citation index b. Bibliographic essay
c. Wilson Index d. Abstract journal _____

SECTION 8. PERIODICAL INDEXES (Continued)

D. 1. Using sample 1 write in the complete information you need to locate an article on energy policy.
Title of periodical _____
vol._____ page_____ date_____

2. Articles frequently have illustrations. Using sample 1, list one for the subject entertaining.
Author _____

3. Using sample 2, what is the complete information you need to locate an article by Feldman, Larry B.
Title of periodical _____
vol._____ page_____ date_____

4. Sample 2 is an example of a:

a. Citation index b. Bibliographic essay
b. Wilson Index d. Abstract journal _____

E. 1. Using sample 1 write in the complete information you need to locate an article on engineering education.
Title of periodical _____
vol._____ page_____ date _____

2. Articles frequently have illustrations. Using sample 1, list one for the subject English Language--Study and Teaching--Aids and Devices.
Author _____

3. Using sample 2, what is the complete information you need to locate an article by Hogan, Peter D.
Title of periodical
vol._____ page_____ date_____

4. Sample 2 is an example of a:

a. Citation index b. Bibliographic essay
c. Wilson Index d. Abstract journal

II. Answer both questions.

What do you need in a citation to be able to find an article?

_____

What do you need to find a book on the shelf?

_____

Is the information in either of the above two questions sufficient for a bibliography?

_____

ENERGY policy
Answering OPEC. D. Yergin. New Repub 176:15-7 Ja 22 '77
Electrical equipment industry: energy needs; address. November 9, 1976. R. E. Kirby. Vital Speeches 43:186-9 Ja 1 '77
Emerging national consensus on energy policy: options before the Carter administration; address. November 29, 1976. F. X. Gannon. Vital Speeches 43:181-6 Ja 1 '77
How the energy shortage will change life in America; with interview with J. Schlesinger. il U.S. News 82:22-5 F 14 '77
Icy grip tightens. il Time 109:6-11 F 14 '77
My case for national planning; with editorial comment. T. Bradshaw. il por Fortune 95:97-100-4 F '77
On the altar of oil. B. W. Tuchman. New Repub 176:37-8 Ja 22 '77
Prescriptions for a drastic program; Jim's overnight task force. il Time 109:58-60 F 21 '77

International aspects
Energy and the world economy; statement, January 5, 1977. J. L. Katz. Dept State Bull 76: 61-7 Ja 24 '77

California
Oil will soon flow, but where will it go? P. L. Fradkin. il Audubon 79:86-8+ Ja '77

United States
See Energy policy

ENERGY supply. See Power resources

ENGINEERING

Study and teaching
Changing the specifications for engineers; program for prospective minority students at the Illinois Institute of Technology. D. Milesko-Pytel. il Am Educ 13:27-31 Ja '77
See also
Engineering education

ENGINEERING education
Engineering and society programs in engineering education. W. R. Lynn. bibl Science 195: 150-5 Ja 14 '77
See also
Engineering—Study and teaching

ENGINEERS
To honor an engineer; Joan Hodges Queneau Award. il Audubon 79:160 Ja '77
See also
Black engineers

ENGLISH language

Study and teaching

Aids and devices
New products and publications for 1977; ed by A. Crouch. il Engl J 66:27-30 Ja '77
Resource directory; ideas and materials for the teaching of English. il Engl J 66:61-72+ Ja '77
Selecting instructional materials. J. W. Sabol. il Engl J 66:9-14 Ja '77

Bibliography
More sources of free and inexpensive material. T. Ball, Jr. Engl J 66:109-6 Ja '77
New products and publications for 1977; ed by A. Crouch. il Engl J 66:27-30 Ja '77

Foreigners
Some aspects of bilingualism for the English teacher. F. Pialorsi. bibl Engl J 66:94-7 Ja '77

Terms and phrases
See also
Slang

ENGLISH teachers
Changing times for teachers of English. Educ Digest 42:41-3 Ja '77
Newspeak generation. R. Whittemore. Harpers 254:16+ F '77
Scholar and the pedagogue; different breeds of humanists. D. T. Wolfe, Jr. Clearing H 10: 206-8 Ja '77

ENGRAVING
See also
Etching

ENLARGERS, Photographic. See Photography—Enlargers and enlarging

ENQUIRER. See National enquirer

ENSEMBLES (music) See Instrumental ensembles

ENSOR, James, Baron
Energy of no. M. Stevens. il por Newsweek 89:57 Ja 31 '77 *

ENTERTAINERS
Entertainers of the year. R. Rozenblatt. New Repub 176:28-30 F 12 '77

ENTERTAINING
Angela Cummings; an independent hostess; interview, ed by N. H. Clark. A. Cummings. il por Harp Baz 110:136-7+ F '77
Gloria & Emlen Etting entertain. C. Porcelli. il House B 119:110-11 F '77

ABBREVIATIONS OF PERIODICALS INDEXED

Aging—Aging
Am Artist—American Artist
Am City & County—American City & County
Am Educ—American Education
Am For—American Forests
***Am Heritage**—American Heritage
Am Hist Illus—American History Illustrated
Am Hist R—American Historical Review
Am Home—American Home
Am Imago—American Imago
Am Lib—American Libraries
Am Rec G—American Record Guide
(Publication suspended with D '72; resumed N '76)
Am Scholar—American Scholar
Dance Mag—Dance Magazine
Dept State Bull—Department of State Bulletin
Design (US)—Design (United States)
Duns R—Dun's Review

***Ebony**—Ebony
Educ Digest—Education Digest
Engl J—English Journal
Environment—Environment
Esquire—Esquire

Fam Health—Family Health incorporating Today's Health
***Farm J**—Farm Journal
Field & S—Field & Stream
Film Q—Film Quarterly
Flying—Flying
Focus—Focus
***For Affairs**—Foreign Affairs
Forbes—Forbes
***Fortune**—Fortune
***Mus Q**—Musical Quarterly

N Y Times Mag—New York Times Magazine
***Nat Geog**—National Geographic Magazine
Nat Parks & Con M—National Parks & Conservation Magazine
UN Chron—UN Chronicle
UNESCO Courier—UNESCO Courier
***U.S. News**—U.S. News & World Report

6366. **Feeney, Don J. & Dranger, Phillip. Alcoholics view group therapy: Process and goals.** *Journal of Studies on Alcohol*, 1976(May), Vol 37(5), 611–618. —Studied 20 White females participating in group therapy in an alcoholism program at a mental health center. Each S was asked to complete a 60-item Q sort, designed to determine which aspects of group therapy she found most helpful, and a follow-up interview. There was a low level of agreement among the Ss regarding the 12 curative factors represented in the Q sort. Standard scores identified 2 factor clusters. Cluster 1, which ranked highest, consisted of factors that are important in the 2nd stage of therapy, where most of the Ss were when the Q sort was performed. Cluster 2 contained factors important in the later stages of therapy, and Cluster 3 contained factors important in the early stages. Thus the helpfulness of the various elements of group therapy appears to depend on what stage of therapy the patients are in. (19 ref) —*Journal summary.*

6367. **Feldman, Larry B.** (Northwestern U Medical School, Div of Family Studies, Chicago) **Goals of family therapy.** *Journal of Marriage & Family Counseling*, 1976(Apr), Vol 2(2), 103–113. —Discusses family therapy goals as comprising 2 major categories: (a) specific goals for specific families and (b) general goals. The latter is divided into goals having to do with family interaction and those related to symptoms and character traits of individual family members. Since altering the nature of family interactions is basic to family therapy, 2 aspects of family interaction are distinguished, family structure and family processes. Family structure is discussed in terms of family rules and programs and family roles and boundaries, while family processes are discussed in terms of morphostasis and morphogenesis, communication, and conflict resolution. Symptomatic improvement, increased differentiation, increased empathy, and increased mature dependency are considered in relation to symptoms and character traits of individual family members. Finally, familial and individual goals are discussed in relation to a model of interrelated, hierarchically arranged systems. Clinical implications for the use of this model are included. (51 ref) —*Journal abstract.*

6368. **Fields, Sidney J.** (U Arkansas Medical Coll) **The person circle: The first book on group psychotherapy and the small group field.** Hicksville, NY: Exposition Press, 1976. xvii, 183 p. $8.50. —Presents a discussion and evaluation of small group psychotherapy. The to a more heterogeneous clientele is described. Evaluation of the project will include (a) a preliminary feasibility study, (b) pilot testing of delivery training system and technical paraphernalia, and (c) a test of the industrial marriage and family counseling delivery system. (52 ref) —*Journal abstract.*

6370. **Fleck, Stephen.** (Yale U Medical school) **A general systems approach to severe family pathology.** *American Journal of Psychiatry*, 1976(Jun), Vol 133(6), 669–673. —Proposes a general systems approach to understanding of family functioning. Scrutinizing the family as an open system with (a) evolutionary goals and tangible tasks, (b) a need for "semipermeable" boundaries, (c) cultural and subcultural communication modes, (d) leadership effectiveness, and (e) the nature and age-appropriateness of the affective bonds will enable clinical judgments to be made about family functioning that indicate general system competencies and defects. Such a framework may also lead to a typology of family process, because the major functions of the family as a system (creation, nurturance, enculturation, and guidance of the young into adulthood) can be evaluated regardless of symptoms or diagnoses. (16 ref) —*Journal abstract.*

6371. **Greenberg, George S.** (Tulane U School of Social Work) **Conjoint family theory: An entree to a new behavior therapy.** *Dissertation Abstracts International*, 1974(Dec), Vol 35(6-A), 3878–3879.

6372. **Grinder, John & Bandler, Richard. The structure of magic: II.** Palo Alto, CA: Science & Behavior, 1976. 198 p. —Extends the authors' model of verbal communication delineated in Volume I to the area of nonverbal communication, demonstrating the "magical" skills of potent psychotherapists and their intuitions about language. Techniques are described for (a) identifying a client's means for understanding his ongoing experience, (b) working with clients who are incongruent in their communication, and (c) applying these principles to effective family therapy. (23 ref)

6373. **Hogan, Peter D. & Royce, Jack R.** (New York U Medical Ctr) **Four-way sessions: The co-therapy of couples in individual and conjoint treatment.** *Groups: A Journal of Group Dynamics & Psychotherapy*, 1975–76, Vol 7(1), 7–11. —Describes cotherapy with 18 cases (8 for diagnosis and 10 for treatment), chiefly husband–wife pairs but also mother–daughter pairs, siblings, engaged couples, etc. Many of the mechanisms of patient behavior seen in individual and group therapy appeared,

psychoanalytic method, study of social conflict consequences in individuals, interviews with man & woman in West African village, 7778
psychological differentiation, interpersonal attraction & conflict resolution in dyads, female college students, 2375
psychopolitical dimensions of Middle East conflict, assessment of possibilities for cooperative conflict resolution, 7816
quasi-rational element in interpersonal conflict, review, 938
simultaneous arousal of approach & active avoidance tendencies, conflict, rats, 5421
social & political & technological implications, biological approaches to human conflict, literature review, 7873
teletypewriter vs telephone vs closed circuit television communication, cooperative vs conflictive problem solving, male college students in 2-person teams, 9617
tension vs political power struggle, interpretation of collective conflict, 7750
Conflicts (Role) [See Role Conflicts]
Conformity (Personality)
age & sex, conformity vs compliance in yielding behavior, male vs female 1st–8th graders, 538
Confusion (Mental) [See Mental Confusion]
Congenital Disorders [See Also Hermaphroditism]
parent meeting project in day care for preschoolers with cerebral palsy & spina bifida & other congenital diseases, balance of parent & social worker contributions to care, 10401
psychotropic drugs during pregnancy, fetal & infant development & congenital defects, 7491
reproductive physiology & birth defects & their causes, book, 8230
Congenitally Handicapped
body-focused hand movements during verbal encoding & relationship to language skill, 17–21 yr old congenitally blind students, 2527
RT & response accuracy & verbal protocols to questions about verbally described furniture arrangements, congenitally vs adventitously blind vs sighted Ss, implications for development of a 2-dimensional symbol structure of spatial representation, 6280
Conjoint Therapy
cotherapy using 4-way sessions, family pairs & couples in individual & conjoint treatment, 6373
development of conjoint family therapy, entree to new behavior therapy, 6371
family assessment & intervention method, early adolescent

SECTION 9. SERIALS LIST: LOCATING PERIODICALS

The first place to look in order to find a periodical issue is the UCSB Serials List; in the Serials List you can find the periodical's Call Number. With the Call number you can find the periodical on the shelf as you would a book. The Serials List also tells you which issues the UCSB Library has. It includes listings for the magazines, newspapers, annual reports, etc. which UCSB owns, including many which are not listed in the UCSB Author-Title Catalog.

The Serials List is produced by computer in three separate sections (1) alphabetic (yellow) (2) keyword (pink) and (3) call number (green).

Copies of the Serials List are located by the Reference and Serials Desks and at other service points throughout the library. Staff at the Reference and Serials Desk can help with problems. The explanations which follow may help as well. Some copies may be in microfiche format.

SECTIONS OF THE SERIALS LIST

(1) Alphabetic. This section is filed alphabetically by entry. Each item is listed once under the MAIN ENTRY which will be either the title or corporate author. Because the entries are filed by computer methods, there are some differences from the filing in the Author-Title catalog. Title entries are interfiled with author entries in the following way:

Alaska. Legislative Council. Legislative Handbook on Alaska State Government
Alaska Review. (Anchorage)
Alaska School Districts. Property Assessments and Full Value Determination
Alaska. Secretary of State. Elected Officials

Another difference is that multiple copies of any item always have separate entries.

(2) Keyword. This section is arranged by significant words that appear in the main entries. It can be used to locate an item if only part of a title or corporate author is known. As all items with the same terms in the main entry are

brought together under the "keyword", this list can be used like the Subject Catalog to identify serials by subject. In picking a word to search, use the least likely to have an extensive list under it. For example, Buddhist rather than Philosophy or Journal for the Journal of Buddhist Philosophy.

Example:	ENERGY	
T1 A297	SEL	Advanced ENERGY Conversion...
	GOVP	U.S. Federal ENERGY Administration. Monthly ENERGY Indicators...
TJ 20 W572	SEL	World Power Conference. Survey of ENERGY resources...

(3) Call number. This section is filed in call number order like the Shelf list catalog. It can be used as a subject guide to the periodicals the library owns. It will not include items without call numbers such as any brief listed, on order, or uncataloged material.

ENTRIES IN THE ALPHABETIC LIST

An understanding of what information is given in this list helps you locate periodicals in the library. Each part of the entry provides you with locational information. The complete entry for a title can include the call number; location; the entry, notes about location, circulation and history of the periodical; and what the library owns (holdings). Before locating the periodical, the holding statement should be checked to be sure UCSB owns it.

Call number column. The call number is at the extreme left. Using Where is it? you can locate items on the shelves. If a listing has a note about recent unbound issues, the issues for the last six months to a year will be in the current periodical reading areas. If items do not have call numbers, the location column indicates location. For on order or in process items request information at the Serials Desk. Brief listed items will have the location indicated in location column. Reference serials may be in special locations. Ask at Service Desks.

Location column. Most location symbols are self-explanatory: SEL Sciences-Engineering Library, SPEC Special Collections. For those that aren't obvious see the explanation in the front of the volumes.

Notes. LIMITED LOAN means that the periodical is checked out anytime one day until 10:00 a.m. the next morning. Some materials are labeled NON CIRCULATING. Some material in Storage may no longer be applicable when the library is fully settled in its new location in Fall, 1978. There are few cross references in the list. History notes serve as cross references in some cases. They indicate what title the item supersedes or continues. If the library owns issues under the other title, it will be listed under the other title. Other notes might be All issues at Serials Desk or Latest issue at SEL Desk.

Holdings are located at the extreme right. The beginning date and volume of our holdings are given with a plus sign if we continue to receive the title. Microform holdings are preceded by a statement to that effect. These will be in special locations. Incomplete in holdings statement means that a few issues are missing. Ask at Serials Desk if you do not find your issue.

Check with Serials Desk if an issue that should be on the shelves is not there. They can check circulation records and search for missing material.

If the library does not own a periodical issue you need, the library may be able to obtain a copy for you. The last section of this book describes the interlibrary loan procedures by which you obtain material not owned by the UCSB Library.

UCSB SERIALS ALPHABETICAL LIST

CALL NUMBER (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	HOLDINGS
E 184. M5 M47	CTN	Mestizo. (El Paso) ...		NON-CIRCULATING			v. 3+.	1976+
AP 1. N468		New York Times Magazine. Recent unbound issues in Periodical Reading Area. LIMITED LOAN.						1958+ (incomplete)
	GOVP	New York. Water Power and Control Commission. Bulletin						1950+
AP 1. N47		New Yorker. (New York) .. For latest issue inquire at Serials Desk. Recent unbound issues in Periodical Reading Area. LIMITED LOAN. v. 6+.						1931+ (incomplete)
		Rambler See: Tzu Yu T'an. Rambler						
AP 1. U58		United States News. LIMITED LOAN. (Continued by: U. S. News & World Report) (Supersedes: United States Daily) ..... v. 15-23.						1943-47 (incomplete); microfilm: v. 1-24 1933-48
AP 1. U58		U. S. News and World Report. Recent unbound issues in Periodical Reading Area. For latest issue inquire at Serials Desk. LIMITED LOAN. (Absorbed: World Report) (Continues: United States News) v. 24+.						1948+: microfilm: v. 24+. 1948+
AP 1. U58 Copy 2		U. S. News and World Report. LIMITED LOAN. (Continues: United States News) Absorbed: World Report. v. 60-73.						1966-72 (incomplete)

EXPLANATION

(1) Call Number

(2) Location--Abbreviations are explained in front of Serials List. No abbreviation means general library collection.

(3) Name we use for the periodical. It may be the title or the name of the organization who puts it out followed by the title.

(4) Special Location notes

(5) Circulation note
LIMITED LOAN-restricted loan period
NON-CIRCULATING-cannot be checked out

(6) History notes
Continues, Supersedes--Previous titles
Continued by, Superseded by--later titles

(7) Cross reference to the name we use

(8) Holdings: + means currently received; on order--no issues received yet; Microform holdings identified.

Revised by Patricia Gebhard
UCSB Library, February 1978

SECTION 9. SERIALS LIST

QUESTIONS - Answer all questions.

(Use the sample page of the Serials List on the next page to answer the following questions.)

1. Look up Southern California Law Review.

   a. What is the earliest year owned by the UCSB Library? _____

   b. Where does the statement "Recent unbound issues in periodical reading area" indicate where the current issue will be located? _____

   c. What does "Limited Loan" indicate about when it can be checked out to undergraduate students? _____

2. What is the call number of Southern Californian? _____

3. Is it bound and on the shelf? Yes___ No ___

   Why? _____

4. Where will you find the Southern Episcopalian? _____

5. Do we have all the issues of Southern Economic Journal?

   Yes___ No ___

   Southern California Academy of Sciences Los Angeles. Bulletin.

   Yes___ No ___

6. Can you check out the Southern Christian Advocate?

   Yes___ No ___

7. Where do you find the most recent copy of Southern California Quarterly?

   _____

8. What are the issues after 1969 called of the Southern Education Report?

   _____

Q 1. S68	SEL	Southern California Academy of Sciences, Los Angeles. Bulletin. . . . . v.19+, 1920+ (incomplete)
Uncataloged	GOVP	Southern California Association of Governments. Annual Report. . . . . 1971+
QH 105. C2 S69	SEL	Southern California Coastal Water Research. Project. Annual Report. . . . . 1974+
Call # Varies		Southern California Coastal Water Research. Project. Technical Memoranda. See card catalog under author or series name for call numbers.
Uncataloged	ARPT	Southern California Edison Company. Report. . . . . Keep five years only
JA 1. S65		Southern California Law Review. Recent unbound issues in Periodical Reading Area. LIMITED LOAN. . . . . v.1+, 1927+
BRIEF-LISTED	SPEC	Southern California Lit Scene. NON CIRCULATING. v.1, no.1; v.2, no.2
F 867. H67		Southern California Quarterly. Recent unbound issues in Periodical Reading Area. LIMITED LOAN. (Continues: Historical Society of Southern California. Los Angeles. Annual Publication) v.33, no.1, 1951; v.35, no.2-3, 1953; v.37, no.2, 4, 1955; v.43+, 1961+
F 867. S683		Southern Californian. <Los Angeles>. microfilm: jul 20, 1854-jun 20, 1855 (ceased publication with jan 1856)
AN 42. S5	WYLE	Southern Christian Advocate. <Charleston>. NON CIRCULATING. . microfilm: sep 16, 1858-nov 20, 1867
E 185.5. S694	BLST	Southern Christian Leadership Conference-West. S C L C-West. <Los Angeles>. NON-CIRCULATING. . . . . v.6, no.5+, 1976+
B 1. S687	WYLE	Southern Churchman. NON CIRCULATING. . . . . microfilm: v.27, no.23, 1861-v.31, no.11, 1865
Uncataloged	ARPT	Southern Company. Report. . . . . Keep five years only
HQ 1060. S6		Southern Conference on Gerontology, University of Florida. Report. . . . . 10th+, 1961+
H 1. S65		Southern Economic Journal. Recent unbound issues in Periodical Reading Area. LIMITED LOAN v.26+, 1959+
Uncataloged	FRPT	Southern Education Foundation. Report. . . . . Keep all
L 11. S752		Southern Education Report. <Nashville>. LIMITED LOAN. (Supersedes: Southern School News) (Superseded by: Race Relations Reporter) v.1-4, 1965-69
LB 3062. S58		Southern Education Reporting Service. A Statistical Summary, State by State, of School Segregation-Desegregation in the Southern and Border Area from 1954 To the Present. 1965:12. dec 1965
B 1. S6874	WYLE	Southern Episcopalian. NON CIRCULATING. . . v.8, no.5, aug 1861 (ceased publication with v.9, 1863)
F 206. S594		Southern Exposure. <Atlanta>. . . . . v.1+, 1973+

SECTION 9. (Continued)

Work your option in 1 and 2.

OPERATIONS

1. Use the Alphabetical Serials List (yellow):

A. Does the library own U.S. News and World Report, v. 70, 1971? ___ Yes ___ No

If so, what is the call number? _____

Where is this magazine located?

a. Bound and on open shelves
b. On microfilm
c. In a special location

B. Does the library own New York Review of Books, v. 9, 1968? ___ Yes ___ No

If so, what is the call number? _____

Where is this magazine located?

a. Bound and on open shelves
b. On microfilm
c. In a special location

C. Does the library own Current Digest of the Soviet Press, v. 3, 1951? ___ Yes ___ No

If so, what is the call number? _____

Where is this magazine located?

a. Bound and on open shelves
b. On microfilm
c. In a special location

D. Does the library own Santa Barbara News and Review, v. 2, 1973? ___ Yes ___ No

If so, what is the call number? _____

Where is this magazine located?

a. Bound and on open shelves
b. On microfilm
c. In a special location

E. Does the library own Today's Education, v. 59, 1969? ___ Yes ___ No

If so, what is the call number? _____

Where is this magazine located?

a. Bound and on open shelves
b. On microfilm
c. In a special location

SECTION 9. (Continued)

2. Use the Serials Keyword List (pink):

A. Your professor wants you to read a June 1976 article in a magazine with Econometrics in the title.

What is the complete magazine title? _____

Call number _____

B. Your professor wants you to read a June 1976 article on an Indian tale in a magazine with Lore in the title.

What is the complete magazine title? _____

Call number _____

C. Your professor wants you to read a June 1976 article in a magazine with Bio-Feedback in the title.

What is the complete magazine title? _____

Call number _____

D. Your professor wants you to read a June 1976 article in a magazine with Psychosomatics in the title.

What is the complete magazine title? _____

Call number _____

E. Your professor wants you to read a June 1976 article in a magazine with Mariculture in the title.

What is the complete magazine title? _____

Call number _____

SECTION 10. NEWSPAPERS AND NEWSPAPER INDEXES

Newspapers provide up-to-date information on current events and "primary source material", that is, first-hand contemporary reports of events in the past. The library has subscriptions to over a hundred newspapers and owns back files of important newspapers.

USING INDEXES

As with books and periodicals, so with newspapers: if you need information from newspapers, you also need a way to find it. Indexes should be the solution, but not all newspapers have indexes! Yet, by locating the date of an event in one newspaper index you can sometimes use this date for locating news of the same event in another newspaper.

Use newspaper indexes as you would periodical indexes. Always read the introduction or preface to the index. The information given in the entries includes the month, day, page and column. The section is given when pertinent. The year will not be given when the index only covers one year. If there are multiple entries under a given subject usually they are listed chronologically. Cross references quite often refer to related subjects.

WHICH INDEX?

Which index should you use? Ask yourself: How important was the event? Which newspaper logically would have

covered the event? What was the date? The indexes listed below are all in the newspaper index area.

INTERNATIONAL AND NATIONAL NEWS

For international coverage use the indexes to The Times of London (an index exists from 1790 on), The New York Times (indexed from 1913 on) and The Christian Science Monitor (indexes at UCSB from 1963 on). For national news use the indexes to The New York Times, The Christian Science Monitor, The Wall Street Journal (1959 on), and also the Newspaper Index (1972 on, to Los Angeles Times and others) and the Alternative Press Index.

LOCAL NEWS

For California news use the Newspaper Index and California News Index, and for local news use the UCSB index to the Santa Barbara News-Press.

SECTION 11. MICROFORMS

In addition to the materials you already know about, the library has a great deal of material on microform. Many rare, expensive, difficult to store, or "duplicate copy" items can be read on microcard, microprint, microfiche, or microfilm. The fact that ten days worth of New York Times can be printed on a three-inch reel is very important in terms of storage; what formerly took a whole room of shelves, can now be stored in a relatively small area.

FINDING MICROMATERIALS

Some of the microform material can be found through the Catalog or Serials List. Be sure to copy the complete call number including the type of microform and the main entry, or bring the drawer to the Reference Desk where the librarian can assist you in locating the material. For materials not listed in the Catalog, various indexes and catalogs are available. The librarians can assist you.

OPERATING READING MACHINES

Machines to read the microforms are located near most service desks. To use microforms, ask for assistance from the librarian or attendant. Some machines include instructions for use.

COPYING SERVICE

The copying service on the second floor can make a copy of most materials you wish to reproduce.

SECTION 10 & 11. NEWSPAPERS AND NEWSPAPER INDEXES; MICROFORMS

OPERATION: Complete both 1 and 2.

1. Go to the Newspaper Index Area. (Ask reference librarian for a location.)

   Use a current volume of these three indexes to answer this operation:

   New York Times Index

   Christian Science Monitor

   Los Angeles Times Index

   Look up an article on natural gas in the United States. Give a complete citation. (The year indexed is on the spine of the index.)

   Name of newspaper _____

   Title of article or description of contents _____

   Section/Page/Column _____

   Date _____

2. Look up the newspaper in the UCSB Serials List.

   Call no. for the newspaper _____

   Are the back issues of the newspaper on microfilm?

   Yes ___ No ___

   If yes, what is the beginning date of the microfilm holding? _____

3. Where do you find out something is on microfilm?

   _____

SECTION 12. DICTIONARIES AND ENCYCLOPEDIAS

DICTIONARIES

Dictionaries are books which contain lists of words in alphabetical order. The meanings of these words are given, as well as how they are pronounced. Some dictionaries may show how words are used in speech or writing and how the word came from other languages into our language. They may also trace the changes in the meaning of a word from the way it was used centuries ago to the way it is used now.

Large dictionaries which try to include every word in the language are called "unabridged" dictionaries, while the smaller, abridged ones try to limit themselves to the more commonly used words. Here are some examples:

Unabridged

Oxford English Dictionary

Random House Dictionary of the English Language, the unabridged edition

Webster's New International Dictionary of the English Language, second edition

Webster's Third New International Dictionary, third edition

Abridged

American Heritage Dictionary of the English Language

Funk & Wagnalls Standard College Dictionary

Webster's New World Dictionary of the American Language

Webster's New Collegiate Dictionary, eighth edition

SPECIALIZED

In addition to these dictionaries there are special ones which may limit themselves to special subject areas, such as science, art, literature. Usually the definitions in these are more comprehensive or more detailed than they are in a general dictionary. Examples:

American Political Dictionary

Concise Dictionary of American History

Dictionary of American Slang

Drugs from A to Z, a Dictionary

Mathematics Dictionary

GENERAL ENCYCLOPEDIAS

A general encyclopedia is often the best place in which to start research on a subject. Its range of coverage is all general knowledge, qualified by the editors' and authors' ideas of the readers' interests and needs. Most encyclopedias have comprehensive indexes which will locate all the information in the set on a particular subject. Articles in an encyclopedia will often have bibliographies leading to other books or articles on the subject. Examples:

Collier's Encyclopedia

Encyclopedia Americana

Encyclopaedia Britannica

SPECIALIZED ENCYCLOPEDIAS

In addition to general encyclopedias which cover the whole field of knowledge, there are many encyclopedias which concentrate on specific subject fields. Articles in these are more detailed and are apt to be much more exhaustive than those in general encyclopedias. Examples:

The Encyclopedia of Education

The Encyclopedia of Philosophy

The Encyclopedia of World Art

International Encyclopedia of the Social Sciences

McGraw-Hill Encyclopedia of Science and Technology

Universal Jewish Encyclopedia

SUBJECT CATALOG APPROACH

Dictionaries and encyclopedias can be found by looking in the subject catalog under the subject heading with the subdivision "--Dictionaries" or "--Dictionaries and encyclopedias." General encyclopedias are found under the subject heading "Encyclopedias and dictionaries." Examples:

English language--Dictionaries

English language--Slang--Dictionaries

French language--Dictionaries

French language--Dictionaries--English

Art--Dictionaries

Jews--Dictionaries and encyclopedias

Social sciences--Dictionaries

LOCATION

Some of these dictionaries and encyclopedias will be in special locations, but many will be on the regular shelves. Special locations in reference areas will be indicated in the card catalog.

General encyclopedias and foreign language encyclopedias and subject encyclopedias may be specially located in a reference area near the Reference and Information Desks.

There are large unabridged dictionaries located on stands throughout the library for your use. English language abridged dictionaries and foreign language dictionaries are available from the Reserve Book Service to be checked out for brief periods of ti[illegible] or the regular shelves for use in the library.

SECTION 12. DICTIONARIES AND ENCYCLOPEDIAS

OPERATIONS

Using (1) Collier's Encyclopedia, (Ref AE5 C683 1977) and (2) International Encyclopedia of the Social Sciences (Ref H 41 E5), look up the following subjects and give volume number and first page number for your option:

(1)

Vol.	Page		
____	____	A.	Karl Marx
____	____	B.	Adult Education
____	____	C.	Capital Punishment
____	____	D.	Malthus, Thomas Robert
____	____	E.	Marriage

(2)

____	____	A.	Karl Marx
____	____	B.	Adult Education
____	____	C.	Capital Punishment
____	____	D.	Malthus, Thomas Robert
____	____	E.	Marriage

SECTION 13. BIOGRAPHY

You can find information on people in dictionaries and encyclopedias, through periodical and newspaper indexes, in special biographical dictionaries or directories, and by using the card catalog. To do so more easily you should consider what you know about the person before you start the search because the information you have will determine to some extent where you look for more. How much do you know about the person? Is the person famous? Living or dead? When living? What nationality? What occupation?

GENERAL

There are many general biographical dictionaries whose articles vary in length from a brief sentence or two to several pages. Some examples of general biographical sources are:

Biography Index

Current Biography

Webster's Biographical Dictionary

NATIONAL

Other biographical sources cover famous people of a particular country. Frequently these are directories of living people only, but some countries have "retrospective"

dictionaries or encyclopedias which describe the famous people of their past. There are "Who's Whos" for many countries and regions.

Examples of national biographical dictionaries are:

Dictionary of American Biography

Who's Who (British)

Who's Who in America

Who was Who in America

OCCUPATIONAL

Another way of classifying information about people is by occupation. There is a "Who's Who" or biographical source for almost any field of specialization you can think of, from allergists to zoologists.

Examples of specialized biographical sources:

Biographical Directory of the American Congress, 1774-1961

Contemporary Authors

American Men and Women of Science

Biographical Dictionary of Musicians

There are even biographical dictionaries of biblical, fictional or mythological characters, or the characters of a literary artist such as Shakespeare, Dickens or H. G. Wells.

SUBJECT CATALOG APPROACH

You could use the catalog to find any of these collected biographies in which to look up your person because biography is used as a subdivision under subjects and places. Thus, the person's occupation and nationality can indicate where to look in the subject catalog for a collected biographical work that will include your person such as:

Yugoslavia--Biography

Political Science--Biography

Shakespeare, William, 1564-1616--Characters

For well known persons you can sometimes find book length biographies by looking in the subject catalog under the person's name.

MASTER INDEX

The Biographical Dictionaries Master Index can help you determine which biographical source to look in for a living person in America. After the person's name in the alphabetic listing are the biographical dictionaries in which the person will be found. This is indicated by means of a letter and numeric code explained in the inside front cover of the volumes. The letters refer to the source and the numbers to the date of the work.

LOCATION

Many biographical dictionaries are located in the ready reference area.

SECTION 13. BIOGRAPHY

QUESTIONS:

Indicate the sources for general information about a well-known person, by checking the boxes below, 1 through 6.

Yes	No		
☐	☐	1.	Author-title catalog under person's name
☐	☐	2.	Subject catalog under person's name
☐	☐	3.	Serials List under person's name
☐	☐	4.	Subject catalog under "bibliography"
☐	☐	5.	Biographical dictionaries
☐	☐	6.	Subject catalog under "biography"

OPERATIONS:

Collected biographies and biographical indexes are located on the biography shelves in the Reference Area.

1. Using the indexes to Current Biography (Ref CT 100 C97) as indicated, locate the biography and give page no. and year for your option:

   A. Jack Kerouac p ____, ____ 1940-1970 Index
   B. George C. Wallace p ____, ____ 1940-1970 Index
   C. Jessica Mitford p ____, ____ 1977 Cum. Index
   D. Rollo May p ____, ____ 1975 Cum. Index
   E. Henry Kissinger p ____, ____ 1976 Cum. Index

2. Using volume indicated for Biography Index, (Ref Z 5301 B61) give the page number of the Index for the citation for a biography for your option:

   A. James (Jimmy) Carter, v.9, p ____
   B. John Muir, v.2, p ____
   C. George Washington Carver, v.4, p ____
   D. Gustav Mahler, v.7, p ____
   E. Ronald L. Ziegler, v.8, p ____

   Is there anything listed in the Subject catalog under this name? Answer for your option.

	Yes	No		Yes	No		Yes	No
A.	☐	☐	C.	☐	☐	E.	☐	☐
B.	☐	☐	D.	☐	☐			

SECTION 14. COLLECTIONS INDEXES

Although the card catalog can lead you to much of the material in the library, it cannot lead you to everything available. There is, for example, material in anthologies or collections, that is, several works printed together in a volume with its own title. For such essays, poems, plays, or short stories, the most useful finding devices are the collections indexes. These indexes will tell in which collection the essay, poem, play or short story can be found. The indexes are arranged with author, title and subject indexes and in the case of poetry a first-line index as well. Some examples of collection indexes are:

Essay and General Literature Index

Short Story Index

Index to Poetry

Speech Index

Index to Plays in Periodicals

Ottemiller's Index to Plays in Collections

Familiar Quotations

LOCATION

Many of these collections indexes are located in the ready reference area as indicated in the Directory. Ask the librarian for assistance.

SECTION 14. COLLECTED WORKS

QUESTIONS

Below is a list of specialized indexes to material in collections. Answer the following questions using this list to indicate which index would include an entry for that item. Write appropriate number from the list in blank for your option. Ask reference librarian for location, if needed.

1. Ottemiller's Index to Plays in Collections
2. Speech Index
3. Granger's Index to Poetry
4. Short Story Index
5. Essay and General Literature Index

A. 1. Nathaniel Hawthorne. Short ficticious story "The Great Stone Face" _____
   2. Eugene O'Neill. Text of the play "Mourning becomes Electra" _____
   3. Stokely Carmichael. Prose essay on "Black power and the Third World" _____

B. 1. Woodrow Wilson. "League of Nations" address _____
   2. Rollo May. Prose essay of "Creativity and encounter" _____
   3. Henry W. Longfellow. The complete poem "Hiawatha". _____

C. 1. Rudolf Wittkower. Famous prose essay on "Imitation, eclecticism and genius." _____
   2. Richard M. Nixon. "Checker speech" _____
   3. Heinrich Ibsen. Text of the play "A Doll's House." _____

D. 1. Edgar Allen Poe. Short fiction copy of "The Tell-Tale Heart" _____
   2. Abraham Lincoln. "Gettysburg Address" _____
   3. Arthur Miller. Text of the play "The Crucible." _____

E. 1. John F. Kennedy. "New Frontiers", his acceptance speech _____
   2. Elizabeth Barrett Browning. "First sonnet of Sonnets from the Portuguese" _____
   3. A short story on the subject of hypnotism _____

OPERATIONS

Work your option. These indexes are in special location. Ask reference librarian.

A. On what page in the Speech Index (Ref AI S58 1966) do you find an entry for John F. Kennedy's "Let us call a truce to terror" speech? _____

B. On what page in Chicorel Theater Index to Plays in Periodicals (Ref Z 5781 C487) do you find an entry for the play "The Jar" by Luigi Pirandello? _____

C. On what page in Granger's Index to Poetry, 6th ed., (Ref PN 1021 G7 1973) do you find an entry for the poem "Becuase I do not hope to turn again"? _____

D. On what page in the Short Story Index, 1964-1968 (Ref Z 5917 S5C6 Suppl. 64-68) do you find an entry for the short story "The Lottery" by Shirley Jackson? _____

E. On what page in the Essay and General Literature Index , 1970-1974 (AI 3 E78 1970/74) do you find an entry for the essay "Wilderness--Conflict and Conscience" by David Brower? _____

SECTION 15. BIBLIOGRAPHIES

A bibliography is an organized list of writings on a particular topic or subject. It may vary in length and may be restricted to a particular type of writing (such as books only) or it may include all types of writings (books, periodical articles, theses, etc.). It can be part of a book or article, a separate work, single or multiple volumed, or a serial. The organization can be alphabetical, chronological or alphabetical within topics or formats, etc.

Bibliographies can answer the questions:--Who wrote it? What's the title? Who published it and when? What did a particular author write? What has been written on this subject or topic? They help you find and verify information about a book and they can tell you what material is available.

Bibliographies can be divided into three types:

1. Subject bibliographies: - list material about a particular subject or individual.
2. Trade bibliographies: - list books which are "in print" or for sale.
3. National bibliographies: - list works published in a specific country.

As an undergraduate you will probably be making most use of the first two kinds.

SUBJECT BIBLIOGRAPHIES

Subject bibliographies may be books, parts of books, articles, or even catalogs of library collections.

BOOKS

Book-length bibliographies may be devoted to a very specific topic or may be comprehensive guides to the literature of a broad subject area. This is also true of bibliographies which are part of a book or are published in a periodical. Examples of bibliographies on specific topics:

Bibliography of costume

T. S. Eliot; a bibliography

Marijuana; a selective bibliography, 1924-1970

Examples of guides to the literature of a field:

The literature of political science; a guide for students, librarians, and teachers

The historian's handbook; a descriptive guide to reference works

The use of biological literature

To find this type of material, look in the Subject Catalog under the subject heading with the subdivision "--Bibliography."

PARTS OF BOOKS

Many books include bibliographies. One of the notes on catalog cards indicates the pages of a book where a bibliography appears; the note may be "bibliography" or some other term or phrase indicating a list of books or articles (e.g. "studies", "publications" etc.) Looking through the cards under a subject heading you may find books with extensive bibliographies.

PERIODICAL ARTICLES AND INDEXES

Entries in periodical indexes and abstract journals will note the presence of a bibliography. Bibliographic Index in particular, can lead you to the bibliographies in books and in periodical articles, as well as to book-length bibliographies and bibliographical articles.

LIBRARY CATALOGS

The book catalogs for libraries with comprehensive subject collections are another type of bibliography. Examples:

Harvard University. Peabody Museum. Library. Catalogue.

London. University. Warburg Institute Library. Catalog.

California. University. The Bancroft Library. Catalog. of Printed Books

New York. Public Library. History of Americas Collection. Catalog.

LOCATION

These diverse bibliographies are shelved in various locations. Special locations will be noted on the catalog cards.

TRADE BIBLIOGRAPHIES

There are trade, or commercial, bibliographies for works published and available for purchase from various countries and in various languages. You would use these volumes if you are interested in finding information about a recently published book that the library does not have, or in purchasing a book for yourself. Examples:

Books in Print (Authors and Titles)
Subject Guide to Books in Print
Forthcoming Books
Paperbound Books in Print

LOCATION

All of the "in-print" volumes are on the counter of the Information Desk. Forthcoming Books is in the Bibliography Area.

SECTION 15. BIBLIOGRAPHIES

OPERATIONS

1. Use the blue Subject Guide to Books in Print located at the Information Desk to answer your option. Give the page number of the Subject Guide, author, title and date. Then check in the UCSB Author-Title catalog to see if the book is in the library collection. Subject headings for the Subject Guide are printed in bold print.

   A. Identify a book on the subject Solubility.

   p _____ Author _____

   Title _____ Date _____

   Does UCSB own? ___ Yes ___ No

   B. Identify a book on the subject Unicorns.

   p _____ Author _____

   Title _____ Date _____

   Does UCSB own? ___ Yes ___ No

   C. Identify a book on the subject Kazakh Language.

   p _____ Author _____

   Title _____ Date _____

   Does UCSB own? ___ Yes ___ No

   D. Identify a book on the subject Folk-Songs, Turkish.

   p _____ Author _____

   Title _____ Date _____

   Does UCSB own? ___ Yes ___ No

   E. Identify a book on the subject Greta Garbo.

   p _____ Author _____

   Title _____ Date _____

   Does UCSB own? ___ Yes ___ No

SECTION 15.

2. Using the Shelf List, check if the following book has a bibliography (remember: a variety of synonyms may be used as well as the term "bibliography").

A.	____	Yes	B 675
	____	No	D53 W5
B.	____	Yes	E 713
	____	No	B4
C.	____	Yes	DQ 203
	____	No	W6
D.	____	Yes	ND 190
	____	No	C3
E.	____	Yes	QA 273
	____	No	G77

SECTION 16. BOOK REVIEWS

Book reviews are useful for many purposes. They are often good sources of criticism for recent books. They also may contain some material about the author's background. You may be required to read a book review for your course and compare it with your own evaluation of the book. You might also want a review as a guide when you are required to write your own review or evaluation.

There are indexes which list sources for reviews printed in periodicals after a given book has been published. The contents of book review indexes are arranged alphabetically by author and then by title of the book for which a review is needed. Bibliographic data follows for each review with the title of the periodical, the volume, page and date where the review can be found. Some indexes include additional information. The Book Review Digest is perhaps the best index to use to start looking for a review. In addition to the author listing, there is subject and title index. See p. 102 for an explanation of its entries.

Another very comprehensive book review index, but without excerpts, is Book Review Index. As with Book Review Digest, Book Review Index also uses abbreviations for the journals it indexes. Full names of these journals are listed in the front of the Index. See p. 102 for an explanation of its entries.

In case you are unable to locate a review for your book in Book Review Digest and Book Review Index, you may want to check additional indexes:

Index to book review in the humanities, 1960-

Mental health book review index, 1956-

Technical book review index, 1949-

Internationale Bibliographie der Rezensionen. Wissenschaftlicher Literatur, 1971- Part C

There are other possible sources for book reviews. The citation part of the Social Science Citation Index and Science Citation Index can be used to identify book reviews. Reviews are labeled either B or R after the citation. Social Science Index, Humanities Index, Index to Legal Periodicals and other periodical indexes have separate sections which list book reivews. The New York Times Index can also be used to find book reviews.

LOCATING THE REVIEWS

To locate a review you need the author and title of the book and the first date of its publication because reviews appear shortly after a book has been published. You look first in the volume for the date your book was first published. If you do not find a review look in the next year or two.

If your book is a later edition, paperback edition or a reprint and you have not been able to locate a review for the date of the edition you have, you can look the book up in National Library Service Cumulative Book Review Index, 1905-1974. In addition to citing reviews in Book Review Digest it cites reviews in Library Journal, Saturday Review and Choice magazines. With the date of the review, you can go to the Book Review Digest once again for its list of reviews.

When you have the periodical citation, you once again make use of the Serials List (see Section 9) to locate the review in the library.

If you are still having difficulty locating a review, read the library leaflet on finding book reviews or ask a Reference Librarian to help you.

SECTION 16. BOOK REVIEWS

OPERATIONS

Examine the following indexes to book reviews located in the index area in order to become familiar with their formats.

1. Book Review Digest
2. Book Review Index
3. Humanities Index
4. Index to Legal Periodicals

Work your option. For question one use Book Review Digest; for question two Book Review Index; for question three in A.B.C. option use Humanities Index; for D. and E. option, use Index to Legal Periodicals. (Book review sections are in the back.)

A. For a review of this book: Bellow, Saul. Humboldt's gift. 1975.
In Commonweal magazine,
1) Give vol., page, date _____
2) In Time magazine,
Give vol., page, date _____
3) In the Hudson Review,
Give vol., page, date _____

B. For a review of this book: Pynchon, Thomas. Gravity's rainbow, 1974.
1) In New Yorker, magazine,
Give vol., page, date _____
2) In Prairie Schooner magazine,
Give vol., page, date _____
3) In the Encounter magazine,
Give vol., page, date _____

C. For a review of this book: Clebsch, W.A. American religious thought, a history. 1975.
1) In Christian Century,
Give vol., page, date _____
2) In Theology Today,
Give vol., page, date _____
3) In Journal of American History,
Give vol., page, date _____

D. For a review of this book: Kanowitz, Leo. Women and the law. 1969.

1) In Library Journal,

Give vol., page, date _____

2) In Choice magazine,

Give vol., page, date _____

3) In Texas Law Review,

Give vol., page, date _____

E. For a review of this book: Kaplan, John. Marijuana - The new prohibition. 1970

1) In National Review,

Give vol., page, date _____

2) In New York Times Book Review,

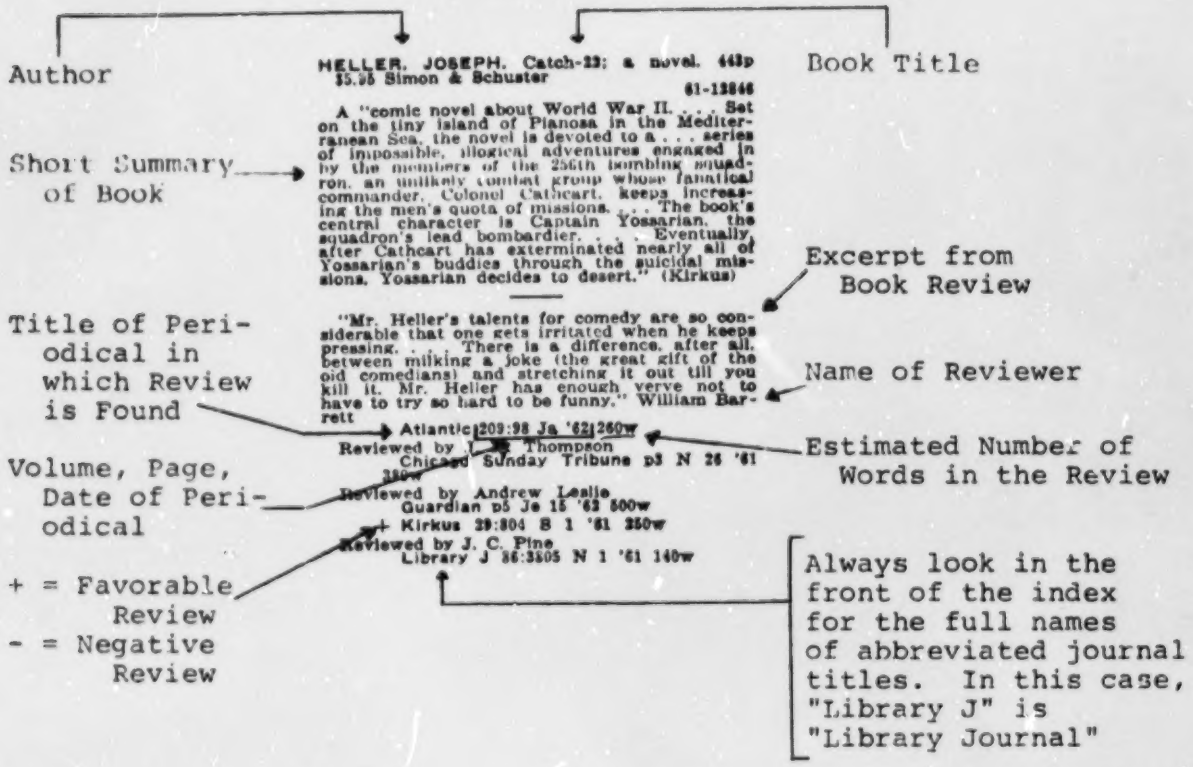
Give vol., page, date _____

3) In Minnesota Law Review

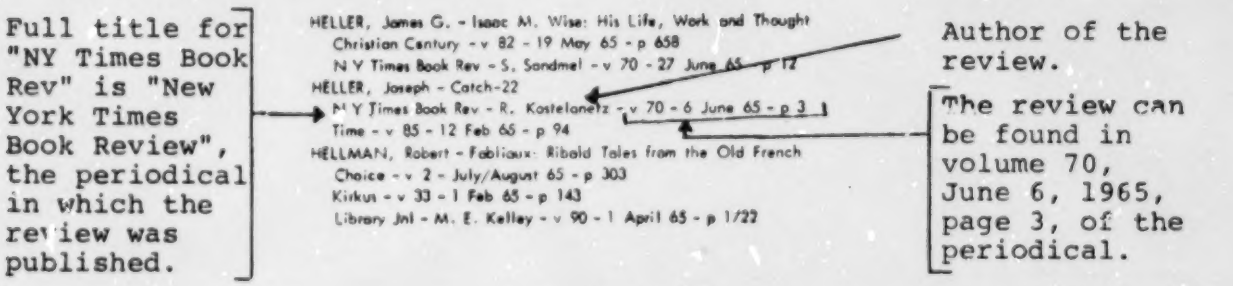
Give vol., page, date _____

EXAMPLES:

BOOK REVIEW DIGEST, 1905-


Author
Book Title
HELLER, JOSEPH. Catch-22; a novel. 448p $5.95 Simon & Schuster
61-13846
Short Summary of Book
A "comic novel about World War II. . . . Set on the tiny island of Pianosa in the Mediterranean Sea, the novel is devoted to a . . . series of impossible, illogical adventures engaged in by the members of the 256th bombing squadron, an unlikely combat group whose fanatical commander, Colonel Cathcart, keeps increasing the men's quota of missions. . . . The book's central character is Captain Yossarian, the squadron's lead bombardier. . . . Eventually, after Cathcart has exterminated nearly all of Yossarian's buddies through the suicidal missions, Yossarian decides to desert." (Kirkus)
Excerpt from Book Review
"Mr. Heller's talents for comedy are so considerable that one gets irritated when he keeps pressing. . . . There is a difference, after all, between milking a joke (the great gift of the old comedians) and stretching it out till you kill it. Mr. Heller has enough verve not to have to try so hard to be funny." William Barrett
Title of Periodical in which Review is Found
Name of Reviewer
Atlantic 209:98 Ja '62 260w
Reviewed by [illegible] Thompson
Chicago Sunday Tribune p3 N 26 '61 350w
Estimated Number of Words in the Review
Volume, Page, Date of Periodical
Reviewed by Andrew Leslie
Guardian p5 Je 15 '62 500w
+ Kirkus 29:804 S 1 '61 250w
Reviewed by J. C. Pine
Library J 86:3505 N 1 '61 140w
+ = Favorable Review
- = Negative Review
Always look in the front of the index for the full names of abbreviated journal titles. In this case, "Library J" is "Library Journal"

BOOK REVIEW INDEX, 1965-


Full title for "NY Times Book Rev" is "New York Times Book Review", the periodical in which the review was published.
HELLER, James G. - Isaac M. Wise: His Life, Work and Thought
Christian Century - v 82 - 19 May 65 - p 658
N Y Times Book Rev - S. Sandmel - v 70 - 27 June 65 - p 12
HELLER, Joseph - Catch-22
N Y Times Book Rev - R. Kostelanetz - v 70 - 6 June 65 - p 3 1
Time - v 85 - 12 Feb 65 - p 94
HELLMAN, Robert - Fabliaux: Ribald Tales from the Old French
Choice - v 2 - July/August 65 - p 303
Kirkus - v 33 - 1 Feb 65 - p 143
Library Jnl - M. E. Kelley - v 90 - 1 April 65 - p 1722
Author of the review.
The review can be found in volume 70, June 6, 1965, page 3, of the periodical.

SOCIAL SCIENCES INDEX

BOOK REVIEWS

Mungham, G. and Pearson, G. eds. Working class youth culture
Soc Forces 56:964-7 Mr '78. J. Leggett
Sociology 12:161-3 Ja '78. F. Musgrove

Munnell, A. H. Future of social security
Pub Adm R 38:188-93 Mr '78. W. R. Keech

Munro, J. F. Africa and the international economy, 1800-1960
Econ Hist R s2 30:716-17 N '77. A. G. Hopkins

Munz, P. When the golden bough breaks
Int J Soc Psych 23:307 Wint '77. A. P. Ormay

Muraskin, W. A. Middle-class blacks in a white society: Prince Hall freemasonry in America
Am J Sociol 82:1123-5 Mr '77. I. Katznelson
Sociol & Soc Res 61:591-3 Jl '77. S. Kronus

Mure, D. Practise to deceive
Economist 266:106 Ja 14 '78

Murphree, M. W. and others eds. Education, race and employment in Rhodesia
Int Aff 54:159-61 Ja '78. A. R. Wilkinson

Murphy, W. F. and Tanenhaus, J. Comparative constitutional law: cases and commentaries
W Pol Q 31:132-3 Mr '78. K. L. Olsen

Nevin, D. American touch in Micronesia
Oceans 11:70-1 Ja '78. B. Urban

Newfield, J. and DuBrul, P. Abuse of power: the permanent government and the fall of New York
Am Acad Pol & Soc Sci Ann 435 322-3 Ja '78. P. Dolan
Bus & Soc R no23:93-4 Fall '77. J. Owre

Newman, C. L. and Price, B. R. Jails and drug treatment
Soc Work 23:76 Ja '78. J. N. Cohen

Newman, G. Comparative deviance: perception and law in six cultures
Soc Forces 56:991-2 Mr '78. J. S. Williams

Newson, L. A. Aboriginal and Spanish colonial Trinidad: a study in culture contact
Assn Am Geog Ann 68:141-3 Mr '78. W. J. Smole

Nichols, P. Ruffo in Calabria
New Statesm 95:55 Ja 13 '78. V. Cunningham

Nichols, T. and Armstrong, P. Workers divided
Sociology 12:168-71 Ja '78. D. Boddy

Nichols, T. and Beynon, H. Living with capitalism: class relations and the modern factory
Q R Econ & Bus 17:123-6 Wint '77. L. M. Kahn

SECTION 17. CRITICISM

The last section discussed book reviews as sources of critical materials. A critical essay usually goes further than a book review, both in length and depth. Such an essay is generally written several years after the original publication and attempts to assess the importance of the work in question in relation to other literary works. Before you search for criticism of a work you should determine its literary form, country of its origin, and the approximate dates of the author. Such information helps you to determine which tool to use in finding criticism.

CRITICISM INDEXES

Book Review indexes come out year by year. Criticism indexes, which are covered in this section include many years and are arranged by literary form (e.g. novels, plays, poetry, short stories). These indexes act as short cuts in the search for criticism. New indexes come out continually. They are located at the Reference Desk on special shelves. If you need a criticism index ask a Reference Librarian who will give you the ones likely to be most useful.

GENERAL INDEXES

Once again Essay and General Literature Index is a very useful source in locating critical essays in collections. After the listing of essays by an author there is a listing of essays about the author. Humanities Index is a good index for finding critical essays in periodicals.

The MLA Bibliography is perhaps the best source for critical, scholarly essays on literary topics. It refers to criticism in books, collections, and periodicals. Consult the reference librarian for help in using this bibliography. General indexes are on tables in the Reference Area.

SUBJECT CATALOG

The Subject Catalog also has entries for criticism. If you want criticism of types of literary works in general or for particular time periods the subdivision "History and criticism" after a topical heading can lead you to critical works. For example:

English Poetry--Nineteenth Century--History and Criticism

French Drama--Twentieth Century--History and Criticism

If you want criticism on a particular author, there are books on specific authors and even on particular writings of an author. The author's name will come first; then various subdivisions (after the dash) and after this will be entered the books on specific works of an author, alphabetically by title of the work.

Melville, Herman, 1819-1891 (General criticism)

Melville, Herman, 1819-1891--Bibliography (Subdivision)

Melville, Herman, 1819-1891. (Criticism on specific work)

Moby Dick

SECTION 17. CRITICISM

QUESTIONS

Where are the best places to go for literary criticism? Circle the two best from the list below :

1. Subject catalog
2. Author-Title catalog
3. Reference desk
4. Record catalog
5. Special Collections
6. Shelf List
7. Biographical dictionary

OPERATIONS

Go to the Subject Catalog, look under the author's name and then under the specific title in your option. Write down the author entry which directly follows this subject heading. Do your option.

A. Faulkner, William. Light in August.

_____

B. Eliot, Thomas Stearns. Murder in the cathedral.

_____

C. Austen, Jane. Mansfield Park.

_____

D. Plato. Charmides.

_____

E. Shakespeare, William. Romeo and Juliet.

_____

SECTION 18. PLOT SUMMARIES

Relying on a summary of a book is seldom, if ever, wise, because a summary is rarely, if ever, sufficient. However, at times you may find digests or synopses or summaries of assigned books to be useful supplements to your reading. There are many sources available. Examples:

Thesaurus of Book Digests

Reader's Digest of Books

Masterplots

LOCATION

Plot summaries and indexes to them are located behind the Reference Desk, and in the ready reference area. Ask the Reference Librarian to help you.

No exercise is given for this section.

FISH AND WILDLIFE SERVICE
Interior Dept.
Washington, DC 20240

76-8325

I 49.15/3:195

Tietjen, Howard P.

Zinc phosphide : its development as a control agent for black-tailed prairie dogs / by Howard P. Tietjen ; Denver Wildlife Research Center. — Washington : U.S. Dept. of the Interior, Fish and Wildlife Service, 1976.

iv, 14 p. ; 26 cm. — (Special scientific report—Wildlife ; no. 195)

Bibliography: p. 14.

Item 624-C

pbk.

1. Zinc compounds — Physiological effect. 2. Prairie dogs — Control. I. United States. Fish and Wildlife Service. II. Title. III. Series: United States. Fish and Wildlife Service. Special scientific report—Wildlife ; no. 195.

OCLC 2454997

76-8326

I 49.44/2:Ag 1

United States. Fish and Wildlife Service.

Agassiz National Wildlife Refuge, Minnesota. — [Washington] : U.S. Dept. of the Interior, Fish and Wildlife Service, 1976.

[2] p. : ill., col. map ; 23 x 81 cm. fold. to 23 x 11 cm.

Item 612-C

pbk.

1. Agassiz National Wildlife Refuge, Minn. 2. Agassiz National Wildlife Refuge, Minn. — Maps. I. Title.

OCLC 2460226

Map-brochures providing information about this river refuge from Lake Pepin to Lock and Dam 14.

Base mapping provided through the courtesy of the U.S. Corps of Engineers.

"RF-32570-12" through RF-32570-19."

Item 612-C

S/N 024-010-00419-3 (pool 7 map), S/N 024-020-00420-7 (pool 8 map), S/N 024-010-00421-5 (pool 9 map), S/N 024-010-00422-3 (pool 10 map), S/N 024-010-00423-1 (pool 11 map), S/N 024-010-00424-0 (pool 12 map), S/N 024-010-00425-8 (pool 13 map), S/N 024-010-00426-6 (pool 14 map).

pbk. : $0.35 ea. (pool 7-14 maps)

1. Upper Mississippi River Wild Life and Fish Refuge. I. Title.

OCLC 2437685

76-8329

I 49.44/2:M 69 l/pools 5A,6

United States. Fish and Wildlife Service.

The Upper Mississippi River Wild Life and Fish Refuge : pools 5A & 6 map. — [Washington] : U.S. Dept. of the Interior, Fish and Wildlife Service : for sale by the Supt. of Docs., U.S. Govt. Print. Off., 1976.

[2] p. : ill., col. maps ; 92 x 23 cm. fold. to 11 x 23 cm.

Base mapping for this leaflet was provided through the courtesy of the U.S. Corps of Engineers.

This map-brochure is one of 10 brochures providing information about the river refuge from Lake Pepin to Lock and Dam 14.

"RF-32570-11."

Item 612-C

pbk. : $0.35

1. Upper Mississippi River Wild Life and Fish Refuge. I. Title.

OCLC 2476535

Subject Index

Population research — Data processing.
Computer programs for demographic analysis /, 76-7694

Portland, Oreg. — Plazas — Terry Schrunk Plaza.
Terry Schrunk Plaza : report to accompany S. 1971., 76-8968

Post exchanges.
State taxation of military income and store sales., 76-8572

Postage-stamps — United States — Catalogs.
Stamps available and philatelic order list., 76-8457

Postal service — United States.
A consumer's guide to postal services and products., 76-8458

Postal service — United States — Mail-messenger service.
Express mail programmed service., 76-8456

Poultry — United States.
Chickens, eggs, & broilers, production, disposition, cash receipts, gross income, 1974-1975., 76-7668

Power lawn mowers.
Use rotary mowers with care /, 76-8385

plications for the Federal budget., 76-8791

Energy research : alternative strategies for development of new energy technologies and their implications for the Federal budget /, 76-8791

Power tools.
Machinery, equipment, and tools : a compilation /, 76-8428

Prairie dogs — Control.
Zinc phosphide : its development as a control agent for black-tailed prairie dogs /, 76-8325

Prairie National Park, Kan. and Okla.
Preliminary environmental assessment, alternative study areas, proposed Prairie National Park, Kansas/Oklahoma., 76-8318

Preliminary environmental assessment, appendixes A thru N, Prarie National Park, Kansas/Oklahoma., 76-8318

Proposed Prairie National Park, Kansas/Oklahoma /, 76-8318

Prescribed burning.
Prescribed burning in the North Central States /, 76-7580

Profit — United States — Addresses, essays, lectures.
The role of profits : remarks by Henry C. Wallich at the John Diebold Lecture, New challenges to the role of profit, Cambridge, Massachusetts, February 27, 1976., 76-8061

Project Apollo.
Apollo experience report - lunar-sample processing in the lunar receiving laboratory, high-vacuum complex, 76-8426

Promotions.
Fair and effective employee advancement : a guide for State and local government managers., 76-7760

Guide for State and local government managers., 76-7760

Pruning.
Pruning pin oak in southeastern Missouri /, 76-7585

Psychiatric hospitals — Russia.
Psychiatric abuse of political prisoners in the Soviet Union : testimony of Leonid Plyushch : hearing before the Subcommittee on International Organizations of the Committee on Inter-

SECTION 19. GOVERNMENT PUBLICATIONS

In any library there may be materials which are not listed or only partially listed in the main card catalog or which may have their own catalogs or listings. At UCSB, these materials include the art exhibition catalogs, phonograph records, juvenile books, curriculum materials, early books, etc. One of the main groups of these materials are those issued by governmental bodies (local, state, federal or national and international.) These government publications are housed in a special location, on the first floor north, where specially trained librarians and assistants can help you in locating material in the government publications collections.

Governments issue publications on such diverse topics as solar energy, health care, gardening, narcotics, unemployment and windmills as well as the results of governmental action in economic, political, scientific and social areas. Governments produce the major works in statistics.

Access to the content of government publications is by means of book catalogs, periodical indexes and lists of publications. The department also maintains a card catalog of the UCSB collection which is primarily a shelf list.

The primary source for locating works published by the United State Federal government is the Monthly Catalog of U.S. Government Publications. It has author, title and subject indexes. For research of a general nature, you will be using the subject index.

USING THE MONTHLY CATALOG

In the sample of the subject index (p. 110) please note the item on Prairie Dogs--Control. The title of the publication and the entry number (76-8325) are given in the index. Use the number to find the complete description of the item. The sample (p.108) shows the complete entry (opposite 76-8325) which is similar to a catalog entry. The item is found using the agency in the closed stack by G.P staff members. Thus, it is important to identify the agency. As you can see in the example (p. 108) Fish and Wildlife Service (the agency) is in bold type above the entries for that agency. It is best to take the whole descriptive entry to the staff member at the G.P. desk because sometimes other information, such as series notes, provides additional locational information.

OTHER INDEXES

A further index of particular help in finding current material published by the U. S. Government is Index to U. S. Government Periodicals, 1972- .

Other parts of the collections are approached by other indexes. Please ask for assistance. Here are a few selective titles of indexes or bibliographies.

California State Publications

Monthly Checklist of state publications

International Bibliography, Information, Documentation

Request assistance at the Government Publications Service Desk when you have a specific project. You might be surprised that a governmental body has published exactly what you need.

SECTION 19. GOVERNMENT PUBLICATIONS

OPERATIONS

1. Monthly Catalog of United States Government Publications: Use the 1976 July through December or the 1977 issues of the monthly catalog to find the entry number and name of the government agency which issued the publications on the subjects described. Do your option.

   A. A catalog of earthquake photographs indexed as Earthquakes--Photographs--Catalogs.

      Monthly catalog entry no.: 77-_____.

      Agency _____

   B. A publication with the title, Employment outlook for tomorrow's jobs, indexed as Job vacancies--United States.

      Monthly catalog entry no.: 77-_____.

      Agency _____

   C. A report on national growth policy indexed as Land use--Planning--United States.

      Monthly catalog entry no.: 77-_____.

      Agency _____

   D. A "Guide to alcohol programs for youth," indexed as Alcohol and youth.

      Monthly catalog entry no.: 77_____.

      Agency _____

   E. A report on Child abuse--United States entitled "Child abuse and neglect programs: practice and theory."

      Monthly catalog entry no.: 77-_____.

      Agency _____

SECTION 20. OTHER CATALOGS AND COLLECTIONS

In any library, there will be various collections located in special locations and often with their own catalogs not duplicated in the main catalog. Libraries make every effort to bring the materials in these collections to the attention of the user. Also, there can be microform collections which must be approached by indexes, bibliographies or lists. By discussing your topic with a reference librarian, you can find out about special sources.

SPECIAL COLLECTIONS

Special Collections, located on the third floor, is the major group of separate collections which, as its name suggests, are special to the Library in some way. Many different kinds of materials are kept here in a closed off area, including

Rare and very expensive books	Early Books (pre-1500)
Wyles Collection	Darwin Collection
Printers Collection	Banned Books
Faculty Archives	Pearl Chase Collection
University Archives	

plus many less familiar collections. Most of the materials are listed in the Author Title Catalog by Main Entry. The Special Collections Catalog contains many additional added entries. The staff can help you locate material and will page it for you for use in the area.

TECHNICAL REPORT COLLECTION

The Technical Report Collection is located on the second floor in the Sciences-Engineering Library. The materials here are not listed in the Author Title Catalog. There is a leaflet describing the collection and the SEL staff can help you use the service.

CURRICULUM COLLECTION

The Curriculum Collection, containing juvenile books and teaching guides, maintains its own catalog, with part of the materials listed in the main library only in the Shelf List.

ARTS LIBRARY

In the Arts Library, phonograph records have a separate catalog and art exhibition catalogs are approached by means of a computer printed book catalog. The service desks can help you when you are ready to listen to a recording or use an exhibition catalog.

OTHERS

There are a variety of other catalogs in the library which duplicate the entries in the Author Title and Subject Catalogs. The largest is the Arts Library.

We are not giving you assignments on this section as you will almost always need special help each time you need to use these materials. Ask your instructor if you would like additional information now.

SECTION 21. UNDERGRADUATE BORROWING - INTERLIBRARY LOAN

The UCSB Library is responsible for providing the course needs of the undergraduate student, graduate student and faculty member. The library is also responsible for providing for the research needs growing out of the academic programs for both undergraduate and graduate students. Yet it is impossible to purchase every item that might be needed for all the types of research being conducted by UCSB students. The library has worked out various ways to borrow material not available in the UCSB library.

If you cannot locate material in the UCSB library for your research consult the reference librarians. They can advise you on the possibilities of locating materials and information on your subject and explain the various procedures used to obtain these items. Usually it takes several weeks to borrow material from other libraries, so the librarian might advise you to change your topic in order to work with materials available in the UCSB library.

Interlibrary Loan is located along the hall past the three elevators left from the Information Desk.